

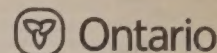
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# JOB MART

VIEW JOB ADS ON THE NET:  
For the Public: [www.gojobs.gov.on.ca](http://www.gojobs.gov.on.ca)  
For OPS staff: [intra.jobmart.gov.on.ca](http://intra.jobmart.gov.on.ca)



## Senior Management

### EXECUTIVE DIRECTOR Business Excellence SMG-3 open

Management Board Secretariat's Shared Services Bureau (SSB) is a public sector world leader in the application of shared-services strategies to provide customer-focused, cost-effective business support services to government. A new organizational design positioning SSB for the next stage in its development as a mature organization has resulted in the creation of this new role. As a member of the senior management team reporting to the CEO, you will lead key deliverables to help drive the organization into the future including: developing/recommending overall business, operational, financial strategies including pricing; strengthening controllership/risk-management functions including advancement of benchmarking and performance measures; leadership of SSB involvement in Ontario Public Service-wide projects (IFIS, e-procurement, future phases of WIN) and planning/integration of the SSB's work with the Central Agency I&IT Cluster; all financial accounting, monitoring, reporting functions. **Location:** 700 University Ave., Toronto.

**Qualifications:** proven superior visionary; enterprise-wide thinker who can conceptualize best models of delivery; lead planning of ongoing evolution; exceptionally strong business/operations strategist; outstanding skills in financial management; ability to establish standards of service excellence; continuous improvement through strengthening of areas such as risk management, controllership practices; highly skilled leader who can successfully navigate employees through significant business changes, empower them to excel at service quality; superior consultative, consensus builder to partner with other government leaders in advancing shared services business model within the OPS.

Apply by Oct. 11 to: File MBS-851, Management Board Secretariat, Human Resources Services Branch, 77 Wellesley St. W., 8th Fl., Ferguson Bld., Toronto, ON M7A 1N3. Tel: 416-327-3812. Fax: 416-327-3892. E-mail: [resumes@mbs.gov.on.ca](mailto:resumes@mbs.gov.on.ca). Only applicants selected for an interview will be contacted.

### MANAGER Child Welfare & Young Offenders Services SMG-1 one-year temporary assignment restricted

The Ministry of Community, Family and Children's Services and the Ministry of Health and Long-Term Care provide a consolidated approach to children and families, ensuring integration and co-ordination in policy development and program planning. The integrated services for children division seeks a motivated, results-oriented individual to: manage development of strategies/policies, legislation, program designs addressing provincially/issues impacting programs/services/delivery systems for children; facilitate delivery of sound programs in the areas of child welfare, adoption, residential services, juvenile prostitution, young offenders. **Location:** Toronto.

**Qualifications:** well developed understanding of government priorities, policies, legislative/decision-making processes; knowledge of child welfare/young offender legislation; prov-

en service-delivery experience; policy-development, strategy-planning, management, communication, stakeholder-management skills.

Apply by Oct. 11 to: File SMG/CFC-9, Ministry of Community, Family and Children's Services, Human Resources Branch, Executive Services Unit, 2 Bloor St. W., 23rd Fl., Toronto, ON M7A 1E9. Fax: 416-327-0595. E-mail: [daya.pramanick@css.gov.on.ca](mailto:daya.pramanick@css.gov.on.ca).

### DIRECTOR Provincial Schools Branch SMG-2 open

The Ministry of Education seeks a strategic leader to direct the operations of the provincial schools branch which includes five provincial schools including one French language school. You will: ensure programs/services meet educational needs of students; play pivotal role in dealing with complex issues, stakeholders, students, parents; uphold high standards for educational quality; be open to innovation/change; lead team of professionals. **Location:** Milton, with provinciewide travel.

**Qualifications:** superior knowledge of Ontario education system with emphasis on special education; exemplary communication, consultation/relationship-building skills; superior leadership, management, problem-solving/negotiation skills; strong judgment; sensitivity to needs of students/parents; member in good standing with Ontario College of Teachers, supervisory officer qualifications.

Apply by Oct. 11 to: File EDU-142, Ministry of Education and Ministry of Training, Colleges and Universities, Human Resources Branch, 900 Bay St., 19th Fl., Mowat Bld., Toronto, ON M7A 1L2. Fax: 416-327-9043. E-mail: [resumes@edu.gov.on.ca](mailto:resumes@edu.gov.on.ca). Only applicants selected for an interview will be contacted.

### REGIONAL DIRECTOR Western Region Adult Institutional Services SMG-2 one-year temporary assignment open

The Ministry of Public Safety and Security seeks a results-oriented senior manager to lead the western region adult institutional services (AIS). In this challenging role, you will: provide leadership during time of significant change; direct planning, implementation, delivery of AIS programs; lead AIS operations management; provide strategic expertise to identify/respond to critical issues, ensure achievement of ministry objectives; consult with stakeholders to ensure integrated correctional services. **Location:** London.

**Qualifications:** proven strategic orientation, change leadership skills; in-depth knowledge of correctional services/programs for adult offenders; significant operational experience, facilities-management expertise; ability to lead diverse workforce, create/promote team environment, service culture.

Apply by Oct. 11 to: File MPSS-515, Heather Miniter, Human Resources Adviser, Human Resources Branch, Ministry of Public Safety and Security, 777 Memorial Ave., Orillia, ON L3V 7V3. Fax: 705-329-6695. E-mail: [heather.minitier@jus.gov.on.ca](mailto:heather.minitier@jus.gov.on.ca).

### MANAGER Strategic Intelligence Office SMG-1 open

Are you an experienced, innovative, results-oriented executive looking for a new challenge in a high profile, fast-paced environment? If so, consider leading knowledge management (KM) within the Ministry of Transportation. You will: develop/manage framework to collect, interpret, disseminate timely strategic information on provincial transportation system; manage ministry's performance measures; develop/implement initiatives promoting knowledge culture within ministry. **Location:** Toronto.

**Qualifications:** expert strategic/creative thinking with strong political acuity; ability to provide strong leadership; proven project-management skills; demonstrated client focus; proven experience in government business planning, decision-making processes, developing/implementing KM/performance measurement strategies; demonstrated ability to manage relationships with senior executives; strong presentation/communication, conflict-resolution/negotiation skills.

Apply by Oct. 11 to: File MT/SMG-6, Carolyn Johnstone, Business Account Manager, Senior Management Group, Strategic Human Resources Branch, Ministry of Transportation, 301 St. Paul St., 5th Fl., St. Catharines, ON L2R 7R4. Fax: 905-704-2747/704-2720. E-mail: [carolyn.johnstone@mto.gov.on.ca](mailto:carolyn.johnstone@mto.gov.on.ca).

## Administrative

### OPP DEPLOYED TECHNOLOGIST Engineering Services Officer 3, OPSEU-ADM Schedule 3 \$886 - 1,049 per week (under review) one-year temporary assignment with possible extension open

The Ministry of Public Safety and Security, OPP information technologies bureau, telecommunications unit, has a challenging opportunity for a well organized, self-motivated individual to participate in the ongoing development, implementation, maintenance and operation of mobile radio systems. **Location:** Orillia, with provinciewide travel.

**Qualifications:** knowledge of all sub-system components/their inter-relationship (microwave, mobile, portable/base radios, trunking radio systems, repeaters, alarm reporting systems, phone/radio system switches, communications consoles, voice recording systems), computer software languages, math computations to determine multi-coupler/transmission line losses, keep portable radio frequencies within phase; problem-solving/evaluative skills to analyse existing systems, identify problems, set priorities, effect repairs; skill to analyse/interpret technical data for impact on system/subsystem operations; communication/interpersonal skills to research, present solutions/alternatives to existing or proposed technical/design problems.

Apply by Oct. 11 to: File SG-2052, Manager, Telecommunications Unit, Ontario Provincial Police, Ministry of Public Safety and Security, 777 Memorial Ave., Orillia, ON L3V 7V3. Tel: 705-329-7600. Fax: 705-329-6230.

## EMPLOYEE ID NUMBER

OPS employees are required to quote their EMPLOYEE ID NUMBER when applying to OPS positions. If you do not know your EMPLOYEE ID NUMBER, contact the Call Centre at 416-326-9300.

### BUDGET ANALYST Financial Officer 2, OPSEU-ADM Schedule 6 \$820 - 946 per week (under review) restricted

The Ministry of Transportation's budget office seeks a highly motivated individual to: help compile ministry's business/capital plans; track in-year financial submissions; develop/maintain database for MB20s/Cabinet submissions; produce reports; liaise with clients; perform relevant research; compile presentations for senior management. **Location:** St. Catharines.

**Qualifications:** knowledge of government accounting/financial reporting systems; extensive knowledge of computerized management information systems with proven ability to develop/maintain complex system-generated reports; working experience with various software to produce elaborate graphics for presentations/financial reports; demonstrated financial analysis/reconciliation; excellent communication skills; good arithmetic/problem-solving skills; ability to work accurately within short time frame, handle confidential information with sensitivity/discretion; skills in analysing reports/rationalizing variances; willingness/ability to work in team environment. Selection process may include practical knowledge/skills evaluation.

Apply by Oct. 11 to: File MT/SC-46P, Ministry of Transportation, Human Resources Branch, 301 St. Paul St., 5th Fl., St. Catharines, ON L2R 7R4. Fax: 905-704-2590. E-mail: [MTOJobs-ST@mto.gov.on.ca](mailto:MTOJobs-ST@mto.gov.on.ca). MT9025569P

### SENIOR POLICY ANALYSTS (2) Program Analyst 19 APA-AMAPCEO Schedule 6 \$56,601 - 70,840 permanent/temporary positions open

The Financial Services Commission of Ontario, pension division, seeks an experienced individual to advise superintendent, senior officials, industry stakeholders on pension policy development/implementation. You will: research, develop/analyse policy; assess implications of proposed policy changes; initiate policy reviews; prepare background papers/briefing notes. One permanent position; one 5.5-month temporary assignment. **Location:** North York.

**Qualifications:** knowledge of pension/tax legislation; extensive experience in policy research/analysis/development/implementation, federal income security programs; ability to assess implications/make recommendations on existing/new proposed policy options; strong business-case analysis skills; exceptional organization, problem-solving skills; excellent interpersonal, communication, presentation skills; demonstrated computer skills.

Apply by Oct. 11 to: File FIN-3132, Financial Services Commission of Ontario, Human Resources Unit, 5160 Yonge St., 16th Fl., North York, ON M2N 6L9. FN8025315P

### STRATEGIC PLANNING & POLICY OFFICER Program Analyst 20 APA-AMAPCEO Schedule 6 \$60,003 - 76,264 open

Consider this opportunity to join the Ministry of Natural Resources' aviation and forest fire management program. You will: lead/facilitate strategic program planning activities; co-ordinate/facilitate development of comprehensive program policy within integrated resource management principles consistent with government/ministry objectives. **Location:** Sault Ste. Marie.

**Qualifications:** knowledge of natural resource management; well developed communication skills; excellent understanding of strategic planning, policy development, decision-making processes; strong judgment, political sensitivity, tact, interpersonal skills; ability to define appropriate approaches to developing specific policy proposals, work to deadlines, set priorities, meet objectives; sound understanding of strategic planning fundamentals; working knowledge of legislation, policies, programs within ministry, other ministries, agencies, governments that could affect ministry; excellent facilitation/project-management skills.

Apply by Oct. 11 to: File NR-9528, Marie Rinne, Aviation and Forest Fire Management Branch, Ministry of Natural Resources, 70 Foster Dr., Ste. 400, Sault Ste. Marie, ON P6A 6V5. Fax: 705-945-5959. E-mail: [marie.rinne@mnr.gov.on.ca](mailto:marie.rinne@mnr.gov.on.ca). Call 705-945-5949 to obtain applicant's information kit prior to applying. Only applicants selected for an interview will be contacted. NR9025433P

### SECURITY ADMINISTRATOR ANALYST Systems Officer 4, OPSEU-ADM Schedule 6 \$966 - 1,198 per week (under review) open

Join the Human Services I & IT Cluster, technology management branch, to monitor security practices/procedures for various systems environments. You will manage/administer logical access security systems for mainframe (RACF), application log-on (PKI), application reporting tool log-on (PKI), application page access (role-based) and dial-up access for the service delivery model technology (SDMT) system. **Location:** North York.

**Qualifications:** experience using local database systems; knowledge of principles/methodologies re IT security applicable to large-scale organizations; knowledge of current soft/hardware security products/services/mechanisms; excellent analysis, reasoning, research, problem-solving, decision-making, evaluative skills; ability to assess various options, recommend approaches re security processes; excellent communication, planning, organization, interpersonal, customer-service skills.

Apply by Oct. 11 to: File HSC-P0442/4R, Ministry of Community, Family and Children's Services, Human Resources Branch, 2 Bloor St. W., 23rd Fl., Toronto, ON M4W 3E2. Fax: 416-327-0561. Only applicants selected for an interview will be contacted. CS9025564P



## Admin. (cont)

### BUSINESS & FINANCIAL ANALYST

**Financial Admin. 17**  
**AFA-AMAPCEO**  
**Schedule 6**  
**\$51,246 - 61,164**  
**restricted**

The Ministry of the Attorney General, court services division, seeks an individual to provide regional budgeting, forecasting, fleet co-ordination/accommodation support. You will: provide quantitative/qualitative analyses of area forecasts; leadership to staff on financial/administrative issues; analytical support for region's accommodation plans; develop options, recommendations, quarterly reports, briefings; develop/maintain databases to track/monitor financial trends, staffing, workload impacts, facilities issues; participate on reviews. Location: Newmarket.

**Qualifications:** knowledge of court services operations; excellent understanding of government fiscal/accounting principles; analytical/communication/interpersonal skills; experience developing/maintaining information management systems; expert knowledge of OPS guidelines/directives, financial management policies/procedures; ability to analyse statistical information, develop options/recommendations for operational/fiscal planning; understanding of facility management issues for delivery of government operations; extensive experience using software (Excel, Word, Outlook). Less qualified applicants will be considered on an under-fill basis.

**Area of search:** restricted to OPS employees living or working within 40 km of 1091 Gorham St., Newmarket.

**Apply by Oct. 11 to:** File AG/CRT-4773, Stephanie McCleave, Central East Regional Office, Court Services Division, Ministry of the Attorney General, 1091 Gorham St., Ste. 201, Newmarket, ON L3Y 7V1. Fax: 905-836-5620. AG9025472P

### TELECOMMUNICATIONS OFFICER

**Systems Officer 2, OPSEU-ADM**  
**Schedule 6**  
**\$831 - 960 per week**  
**restricted**

The Ministry of Public Safety and Security's Emergency Management Ontario seeks an individual experienced in telecommunications. Maintaining, supporting systems (phone, fax, two-way radio, satellite, cell phones, pagers, conferencing systems/equipment) in several locations; you will: troubleshoot; test; maintain; assess needs; recommend/research enhancements; co-ordinate equipment installation; monitor equipment; provide advice; develop procedures; deliver training; back up systems staff. Location: 25 Grosvenor St., Toronto, with some travel.

**Qualifications:** knowledge of telecommunications technologies/systems, diagnostic techniques/tools, voice/data carrier services, testing, recovery procedures, security techniques/tools, connectivity, radio systems, programming telecommunications equipment, computer operating systems, software, telecommunications design; knowledge of experience in basic electronics/telecommunications; analytical, research, planning, co-ordination skills; good communication/interpersonal skills; valid driver's licence; provincial/federal security clearance; level two account administration certificate or completion in six months; ability to work extended, irregular hours under stressful emergency, exercise conditions when required.

**Apply by Oct. 11 to:** File SG-484, Shirley Chen, Ministry of Public Safety and Security, 77 Wellesley St. W., Box 222, Toronto, ON M7A 1N3. Fax: 416-314-5257. SL902554P

### PROGRAM ASSISTANT

**Program Analysis 17**  
**APA-AMAPCEO**  
**Schedule 6**  
**\$51,246 - 61,164**  
**open**

Take this opportunity to provide support to the Ministry of Community, Family and Children's Services' central east region community services. You will: plan programs; negotiate contracts; identify program priorities/services; analyse agency service plans/budgets; prepare legal agreements, service contracts, appropriate correspondence ensuring program monitoring/performance reporting processes are integrated with financial monitoring/reporting requirements; participate in agency program reviews/evaluations; draft reports, briefing notes, letters, ad hoc reports; co-ordinate contentious issues, serious occurrence reporting; participate in various projects, initiatives, task groups. Location: Newmarket.

**Qualifications:** proven analytical, organization, project-management skills; demonstrated writing skills; knowledge of social service needs, policy development processes, ministry programs/legislation; awareness of government accountability requirements; proficiency using PC-based network software; solid computer applications skills.

**Apply by Oct. 11 to:** File CER-23, Ministry of Community, Family and Children's Services, Human Resources, 465 Davis Dr., Newmarket, ON L3Y 8T2. Fax: 905-895-4330. CS8025217P

### MINES & MINERALS INFORMATION OFFICER

**Information Officer 2,**  
**OPSEU-ADM**  
**Schedule 6**  
**\$940 - 1,046 per week**  
**open**

The Ministry of Northern Development and Mines' information and marketing services section invites a bilingual individual to play a role in promoting geology, mining, mineral investment and the work of the mines and minerals division. You will: plan, co-ordinate investment attraction events; promote mineral resource opportunities, division program activities; prepare publications, press releases, displays; interpret/evaluate requests; maintain collection of photos/slides; propose programs/products. Location: Sudbury.

**Qualifications:** proficiency in English and French; thorough knowledge of communications, public relations techniques/practices; advanced knowledge of minerals industry/geology obtained from combination of education/experience; knowledge of mineral exploration, mining industry in Ontario; excellent planning/logistical, communication skills; strong writing/editing skills; experience using word-processing/graphics software; understanding of ministry/division mandate/programs; ability to travel.

**Apply by Oct. 11 to:** File MNDM-40, Ministry of Northern Development and Mines, Human Resources Branch, 159 Cedar St., Ste. 702, Sudbury, ON P3E 6A5. E-mail: resumes@ndm.gov.on.ca. Only applicants selected for an interview will be contacted. ND9025539P

**AGENT(E) D'INFORMATION - MINES ET MINÉRAUX**  
**Agent d'information 2,**  
**SEFPO-ADM**  
**Horaires 6**  
**940 - 1 046 \$ par semaine**  
**ouvert**

La Section des services d'information et de marketing du ministère du Développement du Nord et des Mines recherche une personne bilingue qui sera invitée à jouer un rôle clé dans la promotion de la géologie, de l'exploitation minière, de l'investissement minier ainsi que du travail effectué par la Division des mines et des minéraux.

Vous devrez: planifier et coordonner les activités visant à attirer les investissements; promouvoir les possibilités d'exploitation des ressources minérales et les programmes de la division; préparer des publications, des communications et des expositions; interpréter et évaluer les demandes de renseignements; garder à jour une collection de photos et de diapositives; proposer des programmes et des produits. Lieu de travail: Sudbury.

**Exigences:** maîtrise de l'anglais et du français; connaissances approfondies des techniques et des pratiques des communications et des relations publiques; connaissance évoluée de l'industrie minière et de la géologie, acquise au moyen de la formation et de l'expérience; connaissance des industries de l'exploitation et de l'exploitation minière de l'Ontario; excellentes aptitudes pour la planification, la logistique et la communication; solides aptitudes pour la rédaction et la révision; connaissance pratique du traitement de texte et des logiciels graphiques; compréhension du mandat et des programmes du ministère et de la division; disposition à se déplacer.

**Envoyez votre demande ou curriculum vitae d'ici le 11 octobre à:** Dossier MNDM-40, Ministère du Développement du Nord et des Mines, Direction des ressources humaines, 159 rue Cedar, bureau 702, Sudbury ON P3E 6A5. Courriel: resumes@ndm.gov.on.ca. Nous communiquerons uniquement avec les personnes convoquées à une entrevue. ND9025539P

### COMMUNITY PROGRAM MANAGER

**Social Programs Admin. AM-20**  
**Schedule 6**  
**\$60,270 - 76,264**  
**open**

Join the Ministry of Health and Long-Term Care, North Bay Psychiatric Hospital. Under the administrative direction of the associate administrator, programs, and in conjunction with the community program medical director, you will provide strong leadership/administrative management to a range of diverse community-based mental health services (two assertive community treatment teams, one outpatient mental health clinic, one vocational rehabilitation service). Location: North Bay.

**Qualifications:** demonstrated ability to lead, implement organizational vision, manage change in complex clinical environments; advanced skills in change management, program evaluation/development, communication, negotiation, team building, labor relations, expansion of community partnerships; ability to apply principles of mental health reform in Ontario/best practices in management of community mental health services.

**Apply by Oct. 11 to:** File HL-30-55P, Ministry of Health and Long-Term Care, Human Resources Branch, P.O. Box 3010, North Bay, ON P1B 8L1. Fax: 705-495-7836. HL9025591

### SENIOR POLICY ANALYST

**Program Analysis 20**  
**APA-AMAPCEO**  
**Schedule 6**  
**\$60,003 - 76,264**  
**open**

Are you an overachiever who likes working on high profile projects? If so, the Ministry of Health and Long-Term Care's strategic health policy branch needs your strong leadership skills to develop medium to long-term strategies/policies to address the health of the population in Ontario. Location: Toronto.

**Qualifications:** strong leadership skills; expertise in leading development/evaluation of health policies; superior communication skills in writing policy papers/submissions/presentations; knowledge of policy/legislative process, factors determining health of a population, program eval-

uation techniques; skills to address issues; proven research/project-management skills; strong relationship-building, negotiation, mediation, facilitation skills.

**Apply by Oct. 11 to:** File HL-37-206/CLB, Ministry of Health and Long-Term Care, Human Resources and Organizational Development Branch, Client Service Office, 5700 Yonge St., Mezzanine, North York, ON M2M 4K5. Fax: 416-326-4107. E-mail: resumes@moh.gov.on.ca. HL9025514P

The Special Investigations Unit (SIU), the civilian agency responsible for conducting investigations into the circumstances of serious injuries/deaths involving police officers, has several opportunities to conduct high profile, complex, sensitive investigations. All positions will work from home and require extensive travel.

Under Section 113(6) of the Police Services Act, "An investigator shall not participate in an investigation that relates to members of a police force of which he or she was a member". Accordingly, staffing must take into consideration this provision and its impact on SIU operations. In consideration of the backgrounds of current staff, individuals having police experience with the Ontario Provincial Police and/or Toronto Police Service need not apply to these competitions.

**INVESTIGATORS (4)**  
**Fire Services Investigator 2,**  
**atypical, OPSEU-ADM**  
**Schedule 3, 7**  
**\$1,127 - 1,296 per week**  
**(under review)**  
**5.5-month temporary**  
**assignments with possible**  
**extension**  
**open**

As a member of this agency, you will: plan/conduct investigations; select investigative methods; help lead investigator and/or co-ordinate provision of various forensic services; interview witnesses who will often be unwilling; unco-operative, upset, angry; gather/analyse diverse/complex evidence; prepare reports/Crown briefs; appear as witness; work irregularly scheduled hours. Location: within Simcoe, Victoria, Essex, Oxford, Wellington or Waterloo counties—File AG/SIU-4750A (1 position); within Peterborough, Northumberland, Prince Edward, Lennox and Addington, Hastings, Haliburton, Renfrew, Frontenac, Lanark, Leeds and Grenville, Ottawa-Carleton, Prescott and Russell or Stormont, Dundas and Glengarry counties—File AG/SIU-4750B (3 positions).

**Qualifications:** proven knowledge/understanding of legislation governing SIU; knowledge of investigative techniques, criminal justice system, policing-community issues; demonstrated investigative, analytical, conceptual, interviewing, organization skills; strong communication skills; objectivity; patience; tact; valid driver's licence; computer literacy.

### IDENTIFICATION TECHNICIAN

**Fire Services Investigator 1,**  
**atypical, OPSEU-ADM**  
**Schedule 4, 7**  
**\$1,043 - 1,208 per week**  
**(under review)**  
**5.5-month temporary**  
**assignment with possible**  
**extension**  
**open**

Reporting to the identification supervisors, you will work with investigators to: plan/conduct investigations; determine methodology/scope; gather/analyse evidence; liaise with other assigned forensic technicians; prepare comprehensive reports, physical evidence/briefing materials; act as expert witness in law courts; work irregularly scheduled hours. Location: within Haldimand-Norfolk, Niagara, Brant, Hamilton-Wentworth, Halton, Peel, Dufferin, York, Durham or Metro Toronto counties—File AG/SIU-4751.

**Qualifications:** proven knowledge/understanding of legislation gov-

erning SIU; advanced skills in applying innovative forensic investigation theories/principles/practices to incident scenes including gathering relevant evidence/data; understanding of latent impressions/fingerprint identification theory/formulas/principles; skills in using equipment for fingerprint identification/exhibit photography; presenting testimony in court; proven knowledge of laboratory testing techniques/procedures; excellent team-leadership, presentation, communication skills; ability to work on call.

**Quoting proper file number, apply by Oct. 11 to:** Administrative Services, Special Investigations Unit, Ministry of the Attorney General, 5090 Commerce Blvd., Mississauga, ON L4W 5M4. Fax and e-mail submissions will not be accepted.

### PROGRAM CONSULTANTS (2)

**Program Analysis 20**  
**APA-AMAPCEO**  
**Schedule 6**  
**\$60,003 - 76,264**  
**open**

A challenging opportunity is available in the Ministry of Health and Long-Term Care, health care programs division, long-term care (LTC) operational policy unit. You will: lead/direct key projects to design new program initiatives; organize, implement program initiatives; participate in project evaluation activities; advise, collaborate with ministry field staff, external stakeholders, consumer organizations; develop operational policies/guidelines to govern community-based LTC service system; participate in development of legislation/regulations. Location: Queen's Park, Toronto.

**Qualifications:** demonstrated experience directing/managing key projects, in conceptualization/development of policies, standards/guidelines; extensive knowledge of health community-based delivery system; superior drafting, consulting, interpersonal, problem-solving skills; ability to work under stress, develop creative solutions to complex problems in very tight timeframes.

**Apply by Oct. 11 to:** File HL-37-208/AAS, Ministry of Health and Long-Term Care, Human Resources Branch, Client Services Section, 5700 Yonge St., Mezzanine, North York, ON M2M 4K5. Fax: 416-326-4107. E-mail: resumes@moh.gov.on.ca. HL9025588-9P

### SENIOR APPLICATION DEVELOPERS (6)

**Systems Officer 5, OPSEU-ADM**  
**Schedule 6**  
**\$1,073 - 1,305 per week**  
**restricted**

The Central Agencies I&IT Cluster's IFIS project seeks highly skilled, innovative individuals to join the project replacing multiple financial systems with a single government-wide financial ERP application. You will provide systems development, programming, consulting expertise to clients re use of IT to meet business/program goals, objectives. Location: Toronto.

**Qualifications:** significant knowledge of/experience with Oracle Applications 11i development environment/standards; demonstrated ability with Oracle Applications for core Financial Management, Oracle Forms, Oracle Reports, RDBMS, SQL, PL/SQL; strong business skills including understanding of financial activities, purchasing, general accounting, other related areas. Less qualified applicants may be considered on an under-fill basis.

**Area of search:** restricted to OPS employees living or working within 40 km of 56 Wellesley St. W., Toronto.

**Apply by Oct. 11 to:** File 3138, Ministry of Finance, Human Resources Branch, 33 King St. W., 2nd Fl., Oshawa, ON L1H 1A1. Fax: 905-433-6588. FN9025669-74P



## Admin. (cont)

**BUSINESS ANALYST**  
Systems Officer 2, OPSEU-ADM  
Schedule 6  
\$831 - 960 per week  
(under review)  
open

Join the Ministry of Health and Long-Term Care, integrated policy and planning division, resources management office, to provide IT support. You will: analyse, resolve systems problems; support clients using wide range of office technology products; research, test, evaluate new office technology systems/products/enhancements; develop/conduct end-user training sessions; co-ordinate phone, cellular, voice/e-mail accounts. Location: 80 Grosvenor St., Toronto.

**Qualifications:** demonstrated experience with/in supporting desktop computer systems, hard/software configuring/installing/maintenance, systems analysis, design, testing, implementation, evaluation, microcomputers, peripherals, LANs, servers, diagnostics, utilities, Windows, DOS, Intranet, e-mail, word processing, spreadsheets, graphics, desktop publishing, project/time-management, databases, communications, anti-virus/recovery programs; knowledge of skills in database administration; technical skills to create/update/review procedural manuals; excellent interpersonal, customer-service skills.

Apply by Oct. 11 to: File HL-37-204/CLB, Ministry of Health and Long-Term Care, Human Resources and Organizational Development Branch, Client Service Office, 5700 Yonge St., Mezzanine, North York, ON M2M 4K5. Fax: 416-326-4107. E-mail: resumes@moh.gov.on.ca. HL9025446P

**SENIOR BUSINESS ANALYST**  
Systems Officer 3, OPSEU-ADM  
Schedule 6  
\$927 - \$1,099 per week  
(under review)  
open

Join the Ministry of Health and Long-Term Care, integrated policy and planning division, resources management office, to ensure the division's business needs are met. You will: lead development/implementation of business solutions in such areas as data/work flows, applications, process improvement; develop/implement division IT strategic plan; co-ordinate IT development/maintenance; train users. Location: 80 Grosvenor St., Toronto.

**Qualifications:** demonstrated experience providing business/IT leadership/expertise to meet needs of high profile client group with diverse business needs; proven skills in systems analysis/development/implementation, application design; understanding of various platforms/environments including mini/mainframe/operating systems/communication links, various project languages/common application development software/office automation systems; strong project management, problem-solving, communication, customer-service skills.

Apply by Oct. 11 to: File HL-37-205/CLB, Ministry of Health and Long-Term Care, Human Resources and Organizational Development Branch, Client Service Office, 5700 Yonge St., Mezzanine, North York, ON M2M 4K5. Fax: 416-326-4107. E-mail: resumes@moh.gov.on.ca. HL9025530P

**MANAGERS (2)**  
Adjudication, Appeals  
& Reviews  
Program Analysis AM-20  
Schedule 6  
\$60,270 - 76,264  
open

The Ministry of Community, Family and Children's Services, provincial services branch, disability adjudication unit, offers a challenging opportunity. You will: manage delivery of provinciewide disability adjudica-

tion services/appeals in centralized unit; plan, administer, monitor, evaluate program delivery to ensure customer service; manage ministry presentation to social benefits tribunals; supervise medical/non-medical adjudicators/case presenting officers; forecast/allocate/monitor staffing, financial, physical resources to ensure effective program delivery; consult with chief medical adviser; prepare briefing notes/contentious issues reports; responses to inquiries from public/government officials; establish effective liaison with agencies, medical/non-medical professionals; participate on committees. Location: Toronto.

**Qualifications:** demonstrated managerial/supervisory experience to lead multi-level team, analytical/issues-resolution, change-management skills, judgment; excellent presentation, interpersonal, communication skills; sound working knowledge of Ontario disability support program/relevant legislation.

Apply by Oct. 11 to: File CFC-64R, Ministry of Community, Family and Children's Services, Human Resources Branch, Client Services Unit, 200 St. Clair St. W., 23rd Fl., Toronto, ON M7A 1E9. Fax: 416-327-0561. Only applicants selected for an interview will be contacted. CS7024619-20P

**EXECUTIVE ASSISTANT**  
Deputy Judges' Council  
General Admin. 18  
AGA-AMAPCEO  
Schedule 6  
\$53,886 - 65,847  
open

Challenge yourself with this opportunity at the Office of the Chief Justice, Superior Court of Justice, Deputy Judges' Council. Working closely with judiciary, legal profession, ministry officials, you will: provide executive support/administrative services, research/reports/statistical analysis, briefings/presentations to the Council; participate in development/implementation of ongoing continuing education program for deputy judges of small claims court; manage annual budget. Location: Toronto.

**Qualifications:** sound knowledge/understanding of jurisdiction, procedures, practices, operations of Superior Court of Justice, including small claims court; demonstrated planning, co-ordination, analytical, research, project/issues management, problem-solving skills; proven initiative, administrative, financial, time-management, communication/interpersonal skills.

Apply by Oct. 21 to: File AG/CRT-4804, Brian Garrah, Executive Administrative Officer, Office of the Chief Justice, Superior Court of Justice, Osgoode Hall, Rm. 324J, 130 Queen St. W., Toronto, ON M5H 2N5. Fax: 416-327-1714. AG9025641P

**MANAGEMENT BIOLOGIST**  
Biologist 2B, OPSEU-ADM  
Schedule A  
\$840 - 977 per week  
(under review)  
15-month temporary assignment  
open

Challenge yourself with this opportunity at the Ministry of Natural Resources, fish and wildlife branch, Upper Great Lakes management unit. You will: provide professional/administrative leadership of lake-wide management programs on Lake Huron; plan/organize/co-ordinate/implement management programs in fisheries/wildlife biology, ecology; liaise with other ministry offices, public, management agencies at provincial/federal/international level; help in issue resolution. Location: Owen Sound.

**Qualifications:** strong interpersonal skills; demonstrated facilitation/negotiation/organization capabilities; ability to work in team environment; excellent knowledge of current ecological theory/fisheries, wildlife management principles/techniques; good communication/presentation skills;

clear understanding of/demonstrated ability in strategic planning/public involvement/fisheries assessment; knowledge of provincial government policy development, ministry fisheries programs, Great Lakes branch function/structure; ability/willingness to work independently, travel extensively; valid driver's licence. Less qualified applicants will be considered on an underfill basis.

Apply by Oct. 11 to: File NR-5055, Lake Management Supervisor, Upper Great Lakes Management Unit, Ministry of Natural Resources, 1450 Seventh Ave. E., Owen Sound, ON N4K 2Z1. Fax: 519-371-5844. E-mail: david.m.reid@mnr.gov.on.ca. Only applicants selected for an interview will be contacted. No relocation/temporary living expenses available.

**TECHNICAL SUPPORT SPECIALIST**  
Systems Officer 6, OPSEU-ADM  
Schedule 6  
\$1,220 - 1,435 per week  
open

The Central Agencies I&IT Cluster integrated financial information system project seeks a highly skilled, innovative individual to replace multiple financial systems with a single government-wide financial ERP application. You will: co-ordinate/control planning, design, development, implementation, business management of computer systems/related services, facilities; provide end-user/system support of issues tracking, problem resolution. Location: 56 Wellesley St. W., Toronto.

**Qualifications:** significant knowledge of Unix systems (particularly Sun Solaris), related middleware products in large, high availability environment; experience working with Veritas Volume Manager/File System/Netbackup; knowledge of three-tier architecture, Sun Cluster, HA environment; experience with Oracle ERP applications; good communication, interpersonal, negotiation skills; excellent problem-analysis, resolution skills.

Apply by Oct. 11 to: File 3137, Ministry of Finance, Human Resources Branch, 33 King St. W., 2nd Fl., Oshawa, ON L1H 8H5. Fax: 905-433-6588. FN9025510P

**MANAGER**  
Victim/Witness Assistance Program  
Social Programs Admin. AM-19  
Schedule 6  
\$56,852 - 70,840  
open

The Ministry of the Attorney General, victim/witness assistance program, seeks a skilled individual to oversee program operations and supervise staff and volunteers. You will: implement staff performance reviews/program evaluation systems; identify issues/trends; prepare reports; advise on criminal justice system procedures; provide crisis intervention, needs assessment, information/support to clients; advocate, make referrals to co-ordinate with agencies to provide services; develop effective case management/communications with courts, Crowns, judiciary, police, community. Location: Toronto.

**Qualifications:** excellent human resource, operational management skills; proven program/issues management, analytical skills; leadership experience in staff, volunteer training/development; ability to work effectively with range of diverse stakeholders/communities; experience in client-based direct services; demonstrated crisis intervention skills; thorough knowledge of victims' issues (wife/sexual assault, child abuse), community services, criminal justice system; knowledge of program objectives.

Apply by Oct. 11 to: File AG/VSD-4803, Venier-Wing-Sang Wong, Regional Manager, Victim Services Division, Ministry of the Attorney General, 18 King St. E., 7th Fl., Toronto, ON M5C 1C4. Fax: 416-212-1311. Only applicants selected for an interview will be contacted. AG9025639P

**MEDICAL ANALYST**  
Program Analysis 19  
APA-AMAPCEO  
Schedule 6  
\$56,601 - 70,840  
open

The Ministry of Health and Long-Term Care, provider services branch, monitoring and control, needs a skilled nurse to review/analyse Ontario health insurance plan (OHIP) claims on a post-payment basis and to determine the appropriateness of claims as part of the monitoring of physicians' billing practices. Location: Kingston.

**Qualifications:** nurse, registered/previously registered with College of Nurses of Ontario (or equivalent) with Bachelor of Nursing Science or diploma in nursing; knowledge of Health Insurance/Health Care Accessibility/Independent Health Facilities acts; highly developed conceptual/analytical skills, organization ability; knowledge of audit/evaluative processes; excellent consultative/interpersonal skills; working knowledge of various software (Word, Excel, Access, Outlook).

Apply by Oct. 11 to: File HL-47-163, Ben Poirier, Manager, Finance, Resources and Administration, Provider Services Branch, Ministry of Health and Long-Term Care, 49 Place d'Armes, 2nd Fl., Kingston, ON K7L 5J3. HL9025636P

**SENIOR SYSTEMS ANALYSTS/ LEAD PROGRAMMERS (2)**  
Systems Officer 4, OPSEU-ADM  
Schedule 6  
\$996 - 1,198 per week  
(under review)  
open

Bring your skills to the Human Services I&IT Cluster to lead teams through systems development cycle, recommend systems development solutions and help clients identify IT priorities. You will: provide technical expertise in complex systems analysis/design activities; ensure completion of systems documentation; oversee systems testing/implementation; advise/provide expertise in new, emerging technologies, software/hardware acquisition; conduct software/product tendering; establish/maintain standards, documentation, performance criteria for information systems. Locations: 5700 Yonge St. Toronto; 81 Resources Rd., Toronto.

**Qualifications:** demonstrated experience in IT, systems/business analysis, programming, project leadership; demonstrated working knowledge of information engineering and/or object-oriented CASE tools; knowledge of systems development methodology; ability to effectively communicate with/provide service to clients.

Apply by Oct. 11 to: File HL-47-162, Yasmin Hack, Human Services I&IT Cluster, Ministry of Health and Long-Term Care, 5700 Yonge St., 9th Fl., Toronto, ON M2M 4K5. Fax: 416-327-7089. Only applicants selected for interview will be contacted. HL9025630-31P

**MAPPING OFFICER**  
Systems Officer 3, OPSEU-ADM  
Schedule 6  
\$927 - 1,099 per week  
open

The Ministry of Public Safety and Security, Emergency Management Ontario, needs an individual experienced in geographic information systems (GIS) to: provide user support, database development/maintenance; conduct spatial analyses; produce specialized mapping products/applications; develop/maintain long-term geomatic service strategies; maintain, support GIS hard/software; recommend enhancements; develop procedures; train. Location: 25 Grosvenor St., Toronto, with some travel.

**Qualifications:** knowledge of/experience in GIS theories, procedures, applications, methodology, modelling, digital map production concepts, database systems/standards, design

principles, external databases, spatial data holdings, peripheral devices, mapping software, tools, spatial data modelling, analysis, computer/program languages; analytical, research, problem-solving, interpersonal, planning, co-ordinating, communication, customer-service skills; federal/provincial security clearance; level two account administration certificate or completion in six months; ability to travel, work provinciewide extended/irregular hours under stressful/emergency exercise conditions; valid driver's licence.

Apply by Oct. 11 to: File SG-483, Shirley Chen, Ministry of Public Safety and Security, 77 Wellesley St. W., Toronto, ON M7A 1Y6. Fax: 416-314-5257. SL9025602P

**ACCOMMODATION OFFICERS (2)**  
Accommodation Officer 1, excluded  
Schedule 3  
\$695 - 784 per week  
permanent/temporary positions  
restricted

Cabinet Office and Office of the Premier staff seek your skills to provide timely, high quality accommodation and telecommunications services. You will: provide services in space allocation/design, telecommunications, security card system maintenance; maintain database; generate reports. One permanent position; one twelve-month temporary assignment. Location: Toronto.

**Qualifications:** knowledge of/experience working with accommodation policies/procedures including building/telecommunications services, security card system, physical design/layout; knowledge of government space allocation standards, word processing/spreadsheets/graphics/database software, AUTOCAD; ability to prepare/interpret floor plans, work in network environment, co-ordinate activities; strong customer-service skills, judgment to work with all staff levels; experience working in fast-paced, highly sensitive environment.

Area of search: restricted to OPS employees living or working within 40 km of Queen's Park, Toronto.

Apply by Oct. 11 to: File CO-13, Cabinet Office, Human Resources, 99 Wellesley St. W., 4th Fl., Whitney Bld., Toronto, ON M7A 1A1. Fax: 416-325-7646. CO9025536P, C8025101T

**SYSTEMS TESTERS (2)**  
Systems Officer 3, OPSEU-ADM  
Schedule 6  
\$48,395 - 57,394 (under review)  
one-year temporary  
assignments  
open

Positions are available with the Human Services I&IT Cluster, regional operations I&IT, corporate testing. In a dynamic environment, using your technical, problem-solving skills to participate in all levels of systems life cycle, you will: design testing specifications; program automated test scripts; analyse test data requirements; conduct mainframe batch, online, client/server testing; develop complete testing documentation; maintain regression test databases. Location: 4 Cataraqui St., Kingston.

**Qualifications:** experience in IT, Tandem, mainframe online, batch, client/server testing; knowledge of testing methodology/relational databases; experience with query tools (SQL), automated testing tools (Rational Team Test); effective communication skills. Less qualified applicants will be considered on an underfill basis.

Apply by Oct. 11 to: File HL-47-150, Sylvia McLaren, Human Services I&IT Cluster, 49 Place d'Armes, 5th Fl., Kingston, ON K7L 5J3. Fax: 613-548-6693. E-mail: Resumes\_HSC\_KI@moh.gov.on.ca. Only applicants selected for an interview will be contacted.



## Admin. (cont)

**BUSINESS MANAGER**  
Information Protection Centre  
Systems Management ASM-1  
Schedule 6  
\$79,166 - 94,552  
open

Management Board Secretariat's I&S/Ontario, the government's I&S service delivery organization, seeks a skilled security specialist with proven leadership skills to manage the centre responsible for ensuring the integrity/protection of the Ontario Public Service I&S infrastructure. In a 24/7 work environment, you will: lead development, implementation of leading-edge intrusion systems/processes/software; manage provision of highly specialized consultation/advice in such areas as security audits/vulnerability, threat/risk assessments, business impact analyses, related training/education. Location: Toronto.

**Qualifications:** superior knowledge of current/emerging technology security methodologies/tools/techniques, risk management concepts/practices, industry trends; proven expertise in managing monitoring/investigation of security incidents/vulnerabilities; understanding of complex security environments (architecture/infrastructure/physical/PKI); proven leadership skills; superior problem-solving, management, communication, consultative, negotiation, project-management, team skills.

Apply by Oct. 11 to: File MBS-16, Management Board Secretariat, Human Resources Services Branch, 77 Wellesley St. W., 8th Fl., Ferguson Bld., Toronto, ON M7A 1N3. Tel: 416-327-3812. Fax: 416-327-3892. E-mail: resumes@mbs.gov.on.ca. Only applicants selected for an interview will be contacted. MB9025558P

**ENVIRONMENTAL OFFICERS (2)**  
Environmental Officer 3,  
OPSEU-ADM  
Schedule 3,7  
\$848 - 951 per week  
open

The Ministry of the Environment's Spills Action Centre needs you to help receive and co-ordinate responses to reports of spills and other environmental occurrences while operating on a rotating shift basis with minimal supervision. You will receive/initiate responses to range of other agency occurrences reported after hours including reports to Ministry of Labour. Location: North York.

**Qualifications:** environmental training/experience; understanding of industrial, municipal operational/abatement processes; detailed knowledge of Ontario's spill legislation, policies, clean-up technologies; sound understanding of handling/transporting chemicals, relevant legislation; knowledge of Ontario's geography; working knowledge of computer systems; ability to prepare data summaries, statistical reports; superior communication skills to deal with environmental/other agency occurrences; organization skills. Less qualified applicants may be considered on an underfill basis.

Apply by Oct. 11 to: File EN-193/SA, Ministry of the Environment, Spills Action Centre, 5775 Yonge St., 10th Fl., Toronto, ON M2M 4J1. ET9025683-4P

**SHIFT LEADER**  
General Admin 16  
AGA-AMAPCEO  
Schedule 6  
\$47,210 - 56,826  
restricted

Join the Ministry of Transportation to provide effective supervision/technical guidance to inspection station enforcement officers working a 24-hour rotational shift operation. You will: perform safety inspections; resolve conflicts/complaints; enforce legislation, regulations, industry standards pertinent to safe, legal operation of vehicles; prepare shift schedules;

ensure high standards of health/safety; initiate prosecutions; appear as Crown witness; train staff; supervise seven days per week on a rotational shift basis. Location: Gnanogone.

**Qualifications:** demonstrated knowledge of inspection methods/techniques/vehicle operations, policies/procedures, legislation/regulations/enforcement, collective agreements/policies governing work conditions; excellent analytical/observation skills, communication skills to provide testimony in court/resolve conflicts; demonstrated administrative, organization, leadership skills; physical ability to conduct inspections/successfully complete self-defence training; willingness to work rotational shifts; keyboarding/math skills; valid driver's licence; acceptable driving record. Less qualified applicants may be considered on an underfill basis. Selection process includes written examinations/computer assignments, interview, references.

Apply by Oct. 11 to: File MT/ER-108P, Ministry of Transportation, Human Resources Branch, 355 County St., Kingston, ON K7L 5A3. Fax: 613-545-4848. E-mail: MTOJobs-ER@mto.gov.on.ca (MS Word only). MT9025566P

**CO-ORDINATOR**  
Facilities & General Services  
General Admin. 15  
AGA-AMAPCEO  
Schedule 6  
\$45,042 - 54,197  
open

Bring your administration skills and knowledge of facilities management processes/operations to the Financial Services Commission of Ontario to co-ordinate corporate administrative requirements for accommodation planning and facilities/asset inventory management. You will: establish facilities/material management administrative systems, processes; co-ordinate administrative requirements for planning/design of office space; prepare space analysis, budget cost impacts; control security, disbursement of surplus assets; investigate/resolve maintenance issues; liaise with ministry contacts, external vendors/contractors; prepare reports/correspondence. Location: North York.

**Qualifications:** demonstrated knowledge of government facilities/materials management administrative policies/guidelines; knowledge of facilities management technical methods/related office procedures; experience reading floor plans (furniture, electrical, mechanical/data/voice); proven organization, co-ordination, team-leadership skills; demonstrated computer skills using word-processing, database, spreadsheet, floor design software; ability to work in fast-paced environment.

Apply by Oct. 11 to: File FIN-2965, Financial Services Commission of Ontario, Human Resources Unit, 5160 Yonge St., 16th Fl., North York, ON M2N 6L9. Fax: 416-590-7272. FN7024309P

**SENIOR ENVIRONMENTAL OFFICERS (4)**  
Environmental Officer 4,  
OPSEU-ADM  
Schedule 3,7  
\$1,043 - 1,208 per week  
open

The Ministry of the Environment's Spills Action Centre seeks professionals to receive and co-ordinate responses to reports of spills/other environmental occurrences while operating on a 24-hour rotating shift basis with minimal supervision. You will: receive/initiate responses to range of other agency occurrences reported after hours including reports to Ministry of Labour. Location: North York.

**Qualifications:** significant environmental training/experience; understanding of industrial, municipal operational/abatement processes; detailed knowledge of Ontario's spill legislation, policies, clean-up technologies; sound understanding of handling/transporting chemicals, relevant

legislation; knowledge of Ontario's geography; working knowledge of computer systems; ability to prepare data summaries, statistical reports; superior communication skills to deal with environmental/other agency occurrences; organization, decision-making, leadership skills while working under minimal supervision. Less qualified applicants may be considered on an underfill basis.

Apply by Oct. 11 to: File EN-192/SA, Ministry of the Environment, Spills Action Centre, 5775 Yonge St., 10th Fl., Toronto, ON M2M 4J1. ET9025761-4P

**HIGHWAY CARRIER SAFETY INSPECTOR**  
Transportation Enforcement  
Officer 3, OPSEU-ADM  
Schedule 3,7  
\$930 - 996 per week  
(under review)  
restricted

As a Ministry of Transportation uniformed officer, you will: promote/enforce compliance of motor carriers/associated business with provincial/federal legislation, regulations, sanctions, industry standards; plan/conduct complex investigations, inspections, audits of motor carrier records; inspect/weight vehicles at roadside/ministry inspection stations; prepare audit reports; report on compliance with legislation/industry standards of mechanical fitness/safety; determine, initiate appropriate enforcement action (prosecution/act as Crown witness); schedule, prepare, deliver educational/training sessions to stakeholders; help train staff; work various hourly shifts including weekends/statutory holidays. Location: Thunder Bay.

**Qualifications:** experience interpreting/enforcing legislation/regulations/industry standards re bus/truck industry; organization/analytical/investigative skills; proven communication/presentation skills; advanced knowledge of investigative/law enforcement techniques/processes re bus/truck industry; computer literacy; good math skills; successful completion of ministry training courses (Basic A/B, dangerous goods, commercial vehicle safety alliance (CVSA), self defence); CSA certification to inspect commercial vehicles; demonstrated physical ability/experience conducting driver/vehicle inspections, operating weighing equipment, using bus ramps/inspecting vehicles in all weather conditions; valid class G or higher driver's licence/acceptable record. Candidates will be required to complete practical skills applications.

Apply by Oct. 11 to: File MT/NWR-25, Ministry of Transportation, 615 S. James St., Thunder Bay, ON P7E 6P6. Fax: 807-577-0730. E-mail: MTOJobs-WR@mto.gov.on.ca. MT9025750P

**SENIOR BUSINESS CONSULTANT**  
Program Analysis 20  
APA-AMAPCEO  
Schedule 6  
\$60,003 - 76,264  
12-month temporary assignment  
open

The Ministry of Consumer and Business Services' integrated service delivery division seeks your leadership skills in this exceptional opportunity to participate in and influence a critical government agenda to improve accessibility for Ontario citizens and businesses. A highly motivated individual working in a team environment, you will: lead range of projects that advance innovative, leading-edge service delivery; develop/recommend strategies, plans to meet service delivery objectives; anticipate/respond to emerging business, policy issues; identify/develop potential business partnerships; define/implement business solutions meeting identified requirements. Location: Toronto.

**Qualifications:** demonstrated expertise in project/relationship management, strategy formulation, partnerships, business solutions, service delivery models/principles, best practices; superior communication, conceptual/strategic thinking, business plan-

ning, customer-service, negotiation, consensus-building skills.

Apply by Oct. 11 to: File CB-60B, Ministry of Consumer and Business Services, Human Resources Branch, 250 Yonge St., 34th Fl., Toronto, ON M5B 2N5. Fax: 416-326-8932. E-mail: MCBSHR.Resumes@cbs.gov.on.ca. Visit our Web site at: www.cbs.gov.on.ca. CC6023736T

**CLIENT CO-ORDINATORS (4)**  
Information Management 20  
AIF-AMAPCEO  
Schedule 6  
\$60,003 - 76,265  
restricted

Join the Ministry of Finance's communications and corporate affairs branch as a key player in integrating communications with policy/program links to: achieve proactive communications planning; provide strategic communications expertise to senior management in an assigned client group; lead high profile communications initiatives/special projects. Location: Toronto.

**Qualifications:** expert knowledge of, skills/experience in strategic planning, communications principles/practices; good knowledge of government/ministry business directions; experience in policy/legislative processes, superior project-management/organization skills; knowledge of environmental scanning techniques to identify issues/interpret trends; excellent communication, consultation, negotiation, problem-solving skills; political acuity; discretion; strong sense of confidentiality; well developed relationship-building/leadership skills; proficiency in computer software.

Area of search: restricted to OPS employees living or working within 40 km of 95 Grosvenor St., Toronto.

Apply by Oct. 11 to: File FIN-3172, Ministry of Finance, Human Resources Branch, 101 Bloor St. W., 6th Fl., Toronto, ON M7A 1C1. Fax: 416-325-8299. FN9025690-3P

**PROJECT MANAGER**  
Financial Admin. 20  
AFA-AMAPCEO  
Schedule 6  
\$60,003 - 76,264  
open

The Ministry of Transportation's controllership office seeks a highly motivated individual with a combination of strong financial management and IT skills/knowledge. You will plan, develop, manage, implement multiple concurrent projects including new management information/decision-support systems, processes, tools, other controllership improvement initiatives. Location: St. Catharines.

**Qualifications:** sound knowledge/understanding of innovative trends in financial management systems/processes; solid knowledge of government financial/accounting processes, generally accepted accounting principles; demonstrated problem-solving, analytical, interpersonal skills, ability to manage development/implementation of new financial information systems; proven project-management, leadership skills; strong communication/presentation skills. Selection process may include practical knowledge/skills evaluation.

Apply Oct. 11 to: File MT/SC-51P, Ministry of Transportation, Human Resources Branch, 301 St. Paul St., 5th Fl., St. Catharines, ON L2R 7R4. Fax: 905-704-2590. E-mail: MTOJobs-ST@mto.gov.on.ca. MT9025743P

**CORPORATE STAFF RELATIONS OFFICERS (4)**  
Personnel Admin. AM-20  
Schedule 6  
\$67,780 - 83,971  
permanent/temporary positions  
open

Management Board Secretariat's Negotiations Secretariat seeks labour relations specialists with strong negotiation, conflict-resolution and cus-

tommer-service skills to join a dedicated, professional team in a central agency. In this senior position, you will: lead/participate in collective bargaining; guide/help ministries apply collective agreements, policies, acts, regulations; participate in policy development; apply alternative approaches to dispute resolution. Three permanent positions; one six-month temporary assignment. Location: Toronto.

**Qualifications:** proven ability to work in/direct project teams; strong analytical, problem-solving expertise, consultation, organization, interpersonal, advocacy, leadership qualities; expert knowledge of relevant collective agreements/legislation; good knowledge of labour case law. Less qualified applicants may be considered on an underfill basis.

Apply by Oct. 11 to: File MBS-410, Management Board Secretariat, Human Resources Services Branch, 77 Wellesley St. W., 8th Fl., Ferguson Bld., Toronto, ON M7A 1N3. Tel: 416-327-3812. Fax: 416-327-3892. E-mail: resumes@mbs.gov.on.ca. MB8024796-7P MB9025717P-18T

**STATISTICS OFFICER**  
Statistician 2, OPSEU-ADM  
Schedule 6  
\$760 - 866 per week  
(under review)  
open

The Ministry of Training, Colleges and Universities, workplace preparation branch, seeks a self-starter who can research and analyse statistical and financial information on branch programs. You will: investigate, interpret statistical/financial data; develop data-collection processes/instruments; design/create statistical summaries/reports to support program decision making/corporate reporting; conduct intricate, detailed statistical analyses following lengthy programming sequences; prepare detailed summaries/reports identifying data correlation/highlighting variances. Location: Toronto.

**Qualifications:** knowledge of mathematics/accepted statistical theory, analysis, methodologies/techniques; strong analytical, interpretive, problem-solving skills; very strong work management/teamwork abilities; superior communication/interpersonal skills; excellent organization skills; attention to detail; accuracy; proficiency with word-processing, spreadsheet software, specialized database tools/systems.

Apply by Oct. 11 to: File TCU-58, Ministry of Education and Ministry of Training, Colleges and Universities, Human Resources Branch, 900 Bay St., 19th Fl., Mowat Bld., Toronto, ON M7A 1L2. Fax: 416-327-9043. E-mail: resumes@edu.gov.on.ca. Only applicants selected for an interview will be contacted. TU9025652P

## Revisions

The Ministry of the Environment advertised in the Sept. 20 Job Mart for a Human Resources Consultant (Personnel Admin. AM-17) File EN-179/HR. The competition is cancelled.

The Assessment Review Board advertised in the Sept. 13 Job Mart for a Human Resources/Accounts Clerk (Office Admin. 8, OPSEU-OAD) File ARB-9. The competition is cancelled.

The Ministry of Public Safety and Security advertised in the Sept. 13 Job Mart for a Local Systems Officer (Systems Officer 5, OPSEU-ADM) File CS-1087. The competition is cancelled.

**Ministries: submitting recruitment ads for job mart and/or external posting?**

E-mail your ads to  
jobmart@mbs.gov.on.ca



## Admin. (cont)

**NUTRIENT MANAGEMENT, HORTICULTURE CROPS PROGRAM LEAD**  
**Industrial Development Officer 3, OPSEU-ADM**  
**Schedule 6**  
**\$1,071 - 1,287 per week**  
**(under review)**  
**temporary assignment up to 12 months**  
**open**

Join the Ministry of Agriculture and Food to become Ontario lead in developing, co-ordinating and implementing programs re nutrient-management horticulture. You will co-ordinate projects designed to assess applicability of technologies to Ontario conditions to ensure a competitive, environmentally responsible agri-food sector. Location: Vineland.

**Qualifications:** knowledge/understanding of scientific theories, principles, practices re nutrient management; knowledge of agri-food sector; effective communication skills; demonstrated ability in technology transfer/project planning; ability to set priorities, interpret research, measure program results; interpersonal skills to develop/maintain effective working relationships; demonstrated ability to develop partnerships with agricultural/rural clients; ability to use computer applications; valid driver's licence. Less qualified applicants may be considered on an underfill basis.

Apply by Oct. 11 to: File AF-3159, Lisa Moretti, Agriculture and Rural Division, Ministry of Agriculture and Food, 1 Stone Rd. W., 3rd FL, Guelph, ON N1G 4Y2. Fax: 519-826-3254. E-mail: lisa.moretti@omaf.gov.on.ca.

**CO-ORDINATOR**  
**Financial Planning & Admin.**  
**Financial Officer 4, OPSEU-ADM**  
**Schedule 6**  
**\$973 - 1,173 per week**  
**open**

The Ministry of Enterprise, Opportunity and Innovation, investment division, assistant deputy minister's office, seeks a motivated professional to administer, co-ordinate and oversee the divisional financial portfolio. You will: provide financial leadership/direction to directors, program managers, administrative staff on various financial management policies/directives/procedures; co-ordinate division's financial management, budget control for domestic/foreign service agencies/suppliers; undertake special assignments/projects. Location: Toronto.

**Qualifications:** demonstrated ability to apply accounting/financial management principles/practices/guidelines re business planning and allocation process typically obtained through formal accounting designation or combination of training/experience; proven ability to administer practices designed to improve financial management, consolidate/analyse various financial activities; excellent communication skills to work collaboratively with diverse stakeholders, prepare proposal requests, service agreements/contracts; highly developed organization/problem-solving/planning skills; ability to use spreadsheet/word-processing software.

Apply by Oct. 11 to: File EOI-24, Ministry of Enterprise, Opportunity and Innovation, Employee Services Branch, 900 Bay St., 3rd FL, Hearst Bldg., Toronto, ON M7A 2E1. Fax: 416-325-6715. E-mail: meoi.resumes@eoi.gov.on.ca. Only applicants selected for an interview will be contacted. EC9025758P

**RESEARCH ANALYSTS (2)**  
**Program Analyst 18**  
**APA-AMAPCEO**  
**Schedule 6**  
**\$53,886 - 65,847**  
**open**

The Ministry of Health and Long-Term Care, integrated policy and planning division, corporate policy

branch, research unit, seeks highly organized individuals. You will: co-ordinate implementation of all aspects of research grants administration processes; help develop research policies/priorities supporting ongoing ministry health research programs; support external research advisory committees; monitor funding agreements between ministry, research fund recipients. Location: North York.

**Qualifications:** proven knowledge of research methodology/techniques, grants administration, related policies/procedures; knowledge of health/health research stakeholder groups/sector, government policy development/funding processes; strong communication skills; stakeholder management, facilitation, co-ordination, computer skills.

Apply by Oct. 11 to: File HL-37-209/CLB, Ministry of Health and Long-Term Care, Human Resources and Organizational Development Branch, Client Service Office, 5700 Yonge St., Mezzanine, North York, ON M2M 4K5. Fax: 416-326-4107. E-mail: resumes@moh.gov.on.ca. HL9025637-BP

**PROBATION & PAROLE OFFICER**  
**Probation Officer 2, OPSEU-COR**  
**Schedule 6**  
**\$889 - 1,010 per week**  
**12-month temporary assignment with possible extension**  
**restricted**

The Ministry of Public Safety and Security seeks an individual to provide probation, parole and conditional sentence services to adult/young offenders, courts, Ontario Parole and Earned Release Board and related agencies in the criminal justice system through assessment, case management, report preparation, enforcement, development/provision of ministry programs, use of community resources. Location: Lindsay.

**Qualifications:** bachelor's degree from university of recognized standing; advanced knowledge of social casework principles/practices (assessment, case management, interviewing, motivational/rehabilitative strategies); accurate/clear/concise communication skills; problem-solving, analytical, administrative skills; ability to work in/manage diverse work environment/team; use computer hard/software to effectively input/retrieve information, establish/maintain client/stakeholder relationships; demonstrated experience delivering/facilitating group rehabilitative programs; knowledge of ability to interpret/apply relevant correctional field legislation, especially re probation/parole functions. Note: successful applicants who have not met the experience requirements of Probation Officer 2 will be placed in the Probation Officer 1 level on an underfill basis (\$698 - \$836 per week).

**Area of search:** restricted to OPS employees living or working within 40 km of 332 Kent St. W., Lindsay.

Apply by Oct. 11 to: File CS-3037, Human Resources Consultant, Ministry of Public Safety and Security, 23 Beechgrove Lane, 2nd FL, Kingston, ON K7M 9A6. Fax: 613-531-8496.

**TEAM LEADER-TECHNICAL SUPPORT**  
**Systems Officer 4, OPSEU-ADM**  
**Schedule 6**  
**\$996 - 1,198 per week**  
**restricted**

The Ministry of Public Safety and Security's Emergency Management Ontario (EMO) needs a self starter with good leadership skills and computer knowledge. You will: lead a technical team (computer, telecommunications, mapping) supporting several EMO locations daily, in emergencies/exercises; co-ordinate equipment installation, testing, maintenance, security, LAN administration; recommend enhancements; train/mentor staff; write procedures. Location: 25 Grosvenor St., Toronto.

**Qualifications:** knowledge of computer systems/technologies/tools,

LAN administration, security technologies/procedures, recovery procedures, connectivity, application/database software, user-support practices, customer service/team-leadership/training techniques, Occupational Health and Safety Act; understanding of application/computer design; judgment; analytical, problem-solving, planning, financial skills; good communication, interpersonal, leadership skills; provincial/federal security clearance; level two account administration certificate or completion within six months; willingness to work extended, irregular hours under stressful, emergency exercise conditions.

Apply by Oct. 11 to: File SG-505, Shirley Chen, Ministry of Public Safety and Security, 77 Wellesley St. W., Box 222, Toronto, ON M7A 1N3. Fax: 416-314-5257. SL9025765P

**LONG-TERM CARE PROGRAM CONSULTANT**  
**Program Analyst 20**  
**APA-AMAPCEO**  
**Schedule 6**  
**\$60,003 - 76,264**  
**open**

The Ministry of Health and Long-Term Care, health care programs, seeks an individual to provide ministry direction on management of long-term care (LTC) community programs. You will: act as primary contact on LTC issues for community agencies; interpret ministry policies, procedures, legislation; negotiate/monitor agency performance, service agreements, budgets. Location: 201 City Center Dr., Mississauga, with frequent travel.

**Qualifications:** demonstrated knowledge of organizational theory/practices, management, budgeting principles acquired through formal training, postgraduate studies/equivalent education, related experience; knowledge of relevant legislation, health/social services systems; demonstrated negotiation, communication, planning, community development, project-management skills; computer literacy; proven ability to develop/maintain partnerships with stakeholders, work in team environment.

Apply by Oct. 11 to: File HL-37-211/KCS, Ministry of Health and Long-Term Care, Human Resources Branch, Client Services Section, 5700 Yonge St., Mezzanine, North York, ON M2M 4K5. Fax: 416-326-4107. E-mail: resumes@moh.gov.on.ca. HL9025694P

**ISSUES/PROJECT CO-ORDINATOR**  
**General Admin. AM-19**  
**Schedule 6**  
**\$56,601 - 70,840**  
**restricted**

The Ministry of Community, Family and Children's Services, management support branch, director's office, seeks a dynamic/results-oriented person to provide support to the director. You will: collect, analyse program/policy information; identify, manage issues; co-ordinate in/external communications; participate in/manage special projects; ensure efficient/effective daily office operation. Location: Toronto.

**Qualifications:** sound knowledge of ministry's strategic objectives, social programs/services/issues; public relations/communications knowledge/experience; excellent research, analytical, verbal communication, presentation, consultative, negotiation, organization, project-management, leadership skills; judgment; superior writing/editing skills; PC proficiency.

**Area of search:** restricted to OPS employees living or working within 40 km of 80 Grosvenor St., Toronto.

Apply by Oct. 11 to: File CFCS-85, Ministry of Community, Family and Children's Services, Human Resources Branch, Employee Relations and Client Services Unit, 2 Bloor St. W., 23rd FL, Toronto, ON M7A 1E9. Fax: 416-327-0561. Only applicants selected for an interview will be contacted. CS9025647P

**PROGRAM SPECIALISTS - EMERGENCY RESPONSE (3)**  
**Fire Service Adviser 2, OPSEU-ADM**  
**Schedule 3**  
**\$1,132 - 1,342 per week**  
**(under review)**  
**open**

The Ministry of Public Safety and Security's Office of the Fire Marshal seeks motivated individuals to join the emergency response team in developing, implementing and maintaining response programs, training criteria and co-ordinating response protocols. Locations: Gravenhurst (two positions); Midhurst (one position), both with travel.

**Qualifications:** knowledge of fire service operations, hazardous materials, CBNR/HUSAR responses, adult education principles/practices; experience teaching/training/facilitating; ability to design courses, write lesson plans, evaluate student progress, co-ordinate projects; interpersonal skills to work with diverse groups; familiarity with relevant legislation; computer word-processing, data spreadsheet, presentation software skills; valid DZ driver's licence.

Indicating preferred location, apply by Oct. 11 to: File MPSS-356, Barry McKinnon, Office of the Fire Marshal, Ministry of Public Safety and Security, 2284 Nursery Rd., Midhurst, ON L0L 1X0. Fax: 705-725-7259. SL9025747-9P

**SENIOR MANAGER**  
**Communications**  
**General Admin. AM-21**  
**Schedule 6**  
**\$65,218 - 83,535**  
**open**

The Ontario Municipal Board, Board of Negotiation and Assessment Review Board seek an experienced professional. Working in a high profile, quasi-judicial environment, you will: manage professional, customer service, public inquiries staff; plan/implement communications services/products, media relations, issues management, community outreach, stakeholder consultation; build strategic communications capacity; raise awareness of the Boards' mandates; foster positive relations with stakeholders/public. Location: Toronto.

**Qualifications:** expert knowledge of media/public relations, communications to manage public information programs; expertise in leading/developing strategic communications plans; demonstrated knowledge of communications principles/practices; proven skills in consulting, negotiating; experience in public opinion research/analysis, strategic response; excellent writing skills; computer efficiency including Web site design/content; experience in project/human resources management.

Apply by Oct. 11 to: File AG/ARB-4813, Nathalie Ah-Yuen, Assistant to the CEO, Assessment Review Board, 250 Yonge St., 30th FL, Toronto, ON M5G 2N7. Fax: 416-326-3579. AG9025803P

## Clerical

**COLLECTION OFFICER**  
**Office Admin. 10, OPSEU-OAD**  
**Schedule 3**  
**\$19.45 - 21.56 per hour**  
**24-month temporary assignment**  
**restricted**

Join the Ministry of Finance, regional tax office, collections section, to conduct debt collection activities. You will: collect provincial tax arrears; investigate/resolve delinquent accounts resulting from taxpayers' failure to comply; negotiate payment arrangements; initiate legal actions. Location: North York.

**Qualifications:** experience with/ knowledge of collection techniques; knowledge of debt security instruments, practices, accounting methods/

principles; experience with personal/mainframe computers, related software (WordPerfect, Lotus); communication, interpersonal, research, negotiation skills; ability to work accurately, meet deadlines.

**Area of search:** restricted to OPS employees living or working within 40 km of 5 Park Home Ave., North York.

Apply by Oct. 11 to: File 3174, Ministry of Finance, Human Resources Branch, 33 King St. W., 2nd FL, Oshawa, ON L1H 8H5. Fax: 905-433-6588.

**ADJUDICATION SUPPORT CLERK**  
**Office Admin. 5, OPSEU-OAD**  
**Schedule 3,7**  
**\$16.25 - 17.73 per hour**  
**open**

The Ministry of Community, Family and Children's Services, provincial services branch, disability adjudication unit, seeks a bilingual team member to provide clerical support. You will: maintain accurate filing system; process information requests, create files; receive/sort/distribute mail; perform switchboard duties; respond factually to client inquiries based on database information; photocopy/fax information. Location: Toronto.

**Qualifications:** proficiency in English and French; effective verbal communication, customer-service skills; good knowledge of filing systems; ability to obtain knowledge of ministry/local office policies, procedures, structure; knowledge of office equipment (fax/photocopier); working knowledge of switchboard, computer terminals to access database.

Apply by Oct. 11 to: File CFCS-53B(R), Ministry of Community, Family and Children's Services, Human Resources Branch, Client Services Unit, 2 Bloor St. W., 23rd FL, Toronto, ON M4W 3E2. Fax: 416-327-0561. Only applicants selected for an interview will be contacted. CS7024221P

**COMMISS AU SOUTIEN, DÉCISIONS SUR L'ADMISSIBILITÉ**  
**Employé de bureau 5, SEFPO-OAD**  
**Horaires 3,7**  
**16,25 - 17,73 \$ l'heure**  
**ouvert**

La Direction des services provinciaux du ministère des Services à la collectivité, à la famille et à l'enfance recherche une personne bilingue ayant l'esprit d'équipe pour offrir du soutien administratif à l'Unité des décisions sur l'admissibilité des personnes handicapées. Vous devrez: tenir un système de classement avec exactitude; traiter les demandes de renseignements et ouvrir des dossiers; recevoir, trier et distribuer le courrier; assumer des tâches au standard téléphonique; répondre aux demandes de renseignements des clients à l'aide de la base de données; photocopier et télécopier des renseignements. Lieu de travail: Toronto.

**Exigences:** maîtrise de l'anglais et du français; bonnes aptitudes pour la communication verbale et le service à la clientèle; bonne connaissance des systèmes de classement; capacité d'acquies des connaissances sur les politiques, les modalités et la structure du ministère et du bureau local; connaissance du matériel de bureau (télécopieurs et copieurs); connaissance pratique du standard téléphonique et des terminaux d'ordinateur permettant d'accéder à la base de données.

Envoyez votre demande ou curriculum vitae d'ici le 11 octobre à: Dossier CFCS-53B(R), Ministère des Services à la collectivité, à la famille et à l'enfance, Direction des ressources humaines, Unité des services à la clientèle, 2 rue Bloor O, 23<sup>e</sup> étage, Toronto ON M4W 3E2. Télécopieur: 416 327-0561. Nous communiquerons uniquement avec les personnes convoquées à une entrevue. CS7024221P



## Clerical (cont)

### COLLECTION OFFICER

Office Admin. 10, OPSEU-OAD  
Schedule 3  
\$19.45 - 21.56 per hour  
open

The Ministry of Finance, Ottawa Regional Tax Office, seeks a bilingual individual to conduct debt collection activities. You will: collect provincial tax arrears; investigate, resolve delinquent accounts re taxpayers' failure to comply; negotiate payment arrangements; initiate legal action. Location: Gloucester.

**Qualifications:** proficiency in English and French; demonstrated work experience in knowledge of collection techniques; knowledge of bankruptcy administration, debt security instruments/practices; good understanding of accounting methods/principles; experience with personal/mainframe computers, software (WordPerfect, Lotus); communication, interpersonal, research, negotiation skills; ability to meet deadlines in high volume environment.

Apply by Oct. 11 to: File 3153, Ministry of Finance, Human Resources Branch, 33 King St. W., 2nd Fl., Oshawa, ON L1H 8H5. Fax: 905-433-6588. FN9025445P

### AGENT(E) DE RECOURS

Employé de bureau 10,  
SEFO-OAD  
Horaire 3  
19,45 - 21,56 \$ l'heure  
ouvert

Le bureau fiscal régional d'Ottawa du ministère des Finances recherche une personne bilingue pour exercer des activités relatives au recouvrement de dettes. Vous devrez: recueillir les arriérés d'impôt provincial; mener des enquêtes et déterminer les raisons de non-observation; négocier les modalités de paiement; intenter des poursuites judiciaires. Lieu de travail: Gloucester.

**Exigences:** maîtrise de l'anglais et du français; expérience de travail démontrée et connaissance des techniques de recouvrement; connaissance de l'administration des faillites, des pratiques et des instruments de titres de créances; bonne compréhension des méthodes et principes comptables; expérience des microordinateurs et des gros ordinateurs ainsi que des logiciels connexes (WordPerfect, Lotus); bonnes aptitudes pour la communication, les relations interpersonnelles, la recherche et la négociation; capacité de respecter les échéances dans un milieu de travail très affairé.

Envoyez votre demande ou curriculum vitae d'ici le 11 octobre à: Dossier 3153, Ministère des Finances, Direction des ressources humaines, 33 rue King O., 2<sup>e</sup> étage, Oshawa ON L1H 8H5. Télécopieur: 905 433-6588. FN9025445P

### TRANSCRIBERS (2)

Office Admin. 8, OPSEU-OAD  
Schedule 3.7  
\$17.73 - 19.41 per hour  
(under review)  
one-year temporary assignment  
open

Consider this opportunity with the Ministry of the Attorney General's Peel Crown attorney's office to provide transcription, administrative and secretarial/clerical services. You will: prepare tapes for transcription by dubbing to cassettes; prepare verbatim transcripts in approved format; proofread/edit for completeness/accuracy; follow up with source to clarify difficult/inaudible passages; log, track, store, return audio/video tapes; perform other secretarial/administrative/clerical duties as required. Location: Brampton.

**Qualifications:** typing/dicta to standard using PC/standard software (Word); ability to operate transcrip-

tion equipment, set priorities/organize workload to meet deadlines, work as team member with minimal supervision; concentration/attention to detail; knowledge of office procedures, legal terminology, criminal justice system; initiative, tact, good judgment to deal with sensitive/confidential matters.

Apply by Oct. 11 to: File AG/CRM-4800, Office Manager, Ministry of the Attorney General, 7755 Hurontario St., Ste. 100, Brampton, ON L6W 4T6. Fax: 905-456-4780. E-mail: carolyn.hesketh@jus.gov.on.ca.

### OFFICE CLERK

Office Admin. 6, OPSEU-OAD  
Schedule 3.7  
\$16.67 - 18.15 per hour  
(under review)  
on-call contract position  
open

The Ministry of the Attorney General, Crown attorney's office, needs an individual to perform administrative and clerical tasks on an on-call basis. You will: receive/distribute mail; handle phone inquiries/take messages; help secretary with various duties (requests for transfer of charges, copying legal material); retrieve Crown briefs to provide disclosure; maintain files, recording of information; liaise with defence counsel, police, victims/witnesses; work on call approximately 622.5 hours per year. Location: Gore Bay.

**Qualifications:** clerical/administrative experience; good knowledge of criminal court procedures/terminology; experience using PC; good communication/organization skills.

Apply by Oct. 11 to: File AG/CAGB-2, Mrs. Louise Rossi, Office of the Director of Crown Operations, Ministry of the Attorney General, 159 Cedar St., Ste. 501, Sudbury, ON P3E 6A5. Fax: 705-564-7664.

### TRANSCRIBER

Office Admin. 8, OPSEU-OAD  
Schedule 3.7  
\$17.73 - 19.41 per hour  
(under review)  
one-year temporary assignment  
open

Here's an opportunity with the Ministry of the Attorney General's, Halton Crown attorney's office to provide transcription, administrative and secretarial/clerical services. You will: prepare tapes for transcription by dubbing to cassettes; prepare verbatim transcripts in approved format; proofread/edit for completeness/accuracy; follow up with source to clarify difficult/inaudible passages; log, track, store, return audio/video tapes; perform other secretarial/administrative/clerical duties as required. Location: Milton.

**Qualifications:** typing/dicta to standard using PC/software (Word); ability to operate transcription equipment, set priorities/organize workload to meet deadlines, work with minimal supervision as team member; concentration/attention to detail; knowledge of office procedures, legal terminology, criminal justice system; initiative, tact, good judgment to deal with sensitive/confidential matters.

Apply by Oct. 11 to: File AG/CRM-4799, Crown Attorney, Ministry of the Attorney General, 491 Steeles Ave. E., Milton, ON L9T 1Y7. Fax: 905-693-3036.

### RECEPTIONIST/OFFICE CLERK

Office Admin. 6, OPSEU-OAD  
Schedule 3.7  
\$16.67 - 18.15 per hour  
open

Consider this opportunity with the Ontario Clean Water Agency to provide reception and clerical services supporting the South Peel administration unit and operations. Location: Mississauga.

**Qualifications:** excellent communication skills to respond to callers, visitors, client inquiries/requests; ability to use fully programmable word-

processing/spreadsheet software (Lotus 1-2-3/Word Pro/Notes, e-mail), type to government standards; knowledge of office procedures; organization/interpersonal skills to work independently/on a team.

Apply by Oct. 11 to: File OCWA-54/SP, Ontario Clean Water Agency, Human Resources, 1300 Lakeshore Rd. E., Mississauga, ON L5E 1E9. Tel: 905-274-1223, ext. 109. Fax: 905-274-5906. AQ9025425P

### SENIOR COLLECTION OFFICER

Office Admin. 12, OPSEU-OAD  
Schedule 3  
\$22.98 - 25.89 per hour  
open

An opportunity exists with the Ministry of Finance, Ottawa regional tax office, collections section, for an individual to identify and collect arrears/tax returns for complex accounts. You will: contact taxpayers/representatives to determine reasons for non-compliance; advise re rights/obligations; negotiate payment; obtain securities; monitor accounts; liaise with sheriffs/banks/other parties; attend court trials to provide evidence; process taxpayer payments using automated system; initiate approval/denial re extensions; prepare correspondence; maintain integrity of taxol information. Location: 1400 Blair Pl., Gloucester.

**Qualifications:** knowledge/understanding of collection techniques, relevant legislation, policies, procedures, sanctions; demonstrated collection experience; communication, negotiation skills; judgment; ability to work independently in high volume environment; accounting knowledge to read/interpret financial information; experience with PC software, mainframe database applications.

Apply by Oct. 11 to: File 3152, Ministry of Finance, Human Resources Branch, 33 King St. W., 2nd Fl., Oshawa, ON L1H 8H5. Fax: 905-433-6588. FN9025442P

### SECRETARIES (2)

Office Admin. 8, OPSEU-OAD  
Schedule 3.7  
\$17.39 - 19.04 per hour  
(under review)  
open

The Ministry of Community, Family and Children's Services, eastern region, compliance and program review unit, seeks well organized, enthusiastic, bilingual individuals who excel under pressure to provide secretarial and administrative support. You will: manage unit work flow; receive/prioritize/respond appropriately to calls, written correspondence; process licence applications; prepare reports; maintain office action request system, other database applications; arrange appointments/meetings/travel. Location: Ottawa.

**Qualifications:** proficiency in English and French; advanced administrative skills/experience; excellent judgment/tact; strong communication, customer-service skills; ability to work independently, establish priorities, meet deadlines, work effectively under pressure; proficiency working with MS applications (Word, Excel, PowerPoint, Access); typing to Ontario government standard.

Apply by Oct. 11 to: File OAO-123, Ministry of Community, Family and Children's Services, Human Resources Dept., 10 Rideau St., 2nd Fl., Ottawa, ON K1N 9J1. CS8025349/655P

### SECRÉTAIRES (2)

Employé de bureau 8, SEFO-OAD  
Horaire 3.7  
17,39 - 19,04 \$ l'heure  
(en cours de révision)  
ouvert

Le ministère des Services à la collectivité, à la famille et à l'enfance recherche, pour le bureau régional de l'Est, unité d'examen des programmes et de la conformité, du personnel bilingue, enthousiaste, ayant un sens

marqué de l'organisation et capable de bien travailler sous pression pour assurer des services administratifs et de secrétariat. Vous devrez: coordonner l'organisation des tâches de l'unité; recevoir et prioriser les appels et les lettres et y donner suite de façon appropriée; traiter les demandes de permis; préparer des rapports; tenir le système de demandes d'intervention du bureau et d'autres applications de bases de données; prendre des dispositions pour les rendez-vous, les réunions et les déplacements. Lieu de travail: Ottawa.

**Exigences:** maîtrise de l'anglais et du français; expérience et aptitudes marquées pour le travail administratif; excellents jugement et tact; fortes aptitudes pour la communication et le service à la clientèle; capacité de travailler de façon autonome, d'établir des priorités, de respecter les échéances et de travailler efficacement sous pression; maîtrise des applications MS (Word, Excel, PowerPoint, Access); dactylographie selon les normes du gouvernement de l'Ontario.

Envoyez votre demande ou curriculum vitae d'ici le 11 octobre à: Dossier OAO-123, Ministère des Services à la collectivité, à la famille et à l'enfance, Service des ressources humaines, 10 rue Rideau, 2<sup>e</sup> étage, Ottawa ON K1N 9J1. CS8025349/655P

### ADMINISTRATIVE ASSISTANT

Office Admin. 8, OPSEU-OAD  
Schedule 3.7  
\$17.73 - 19.41 per hour  
(under review)  
restricted

The Ministry of Education, field services branch, seeks a bilingual individual to provide administrative and secretarial support services to the Toronto area district office. You will: prepare correspondence/reports; maintain computerized/manual filing systems; administer unit budget records, expenditure tracking processes; provide word processing; co-ordinate French translation requirements; organize unit meetings/teleconferences; arrange staff travel. Location: 880 Bay St., Toronto.

**Qualifications:** proficiency in English and French; proven secretarial, administrative skills; demonstrated competence with computer technology in Windows environment (word processing/spreadsheet software, e-mail); proven ability to work independently, contribute effectively to team environment; excellent organization, interpersonal, communication skills; discretion; good judgment.

Apply by Oct. 11 to: File EDU-143, Ministry of Education and Ministry of Training, Colleges and Universities, Human Resources Branch, 900 Bay St., 19th Fl., Mowat Bld., Toronto, ON M7A 1L2. Fax: 416-327-9043. E-mail: resumes@edu.gov.on.ca. Only applicants selected for an interview will be contacted. ED9025590P

### ADJOINT(E)

ADMINISTRATIF(IVE)  
Employé de bureau 8,  
SEFO-OAD  
Horaire 3,7  
17,73 - 19,41 \$ l'heure  
(en cours de révision)  
restraint

La Direction des services dans les districts du ministère de l'Éducation recherche une personne bilingue pour offrir du soutien administratif et de secrétariat au bureau de district de la région de Toronto. Vous devrez: préparer des lettres et des rapports; tenir les systèmes de classement informatique et sur papier; gérer les registres budgétaires de l'unité et les processus de repérage des dépenses; fournir des services de traitement de texte; coordonner les besoins en traduction vers le français; organiser les réunions, les téléconférences et les déplacements du personnel. Lieu de travail: 880 rue Bay, Toronto.

**Exigences:** maîtrise de l'anglais et du français; aptitudes manifestes pour le

secrétariat et l'administration; maîtrise démontrée de l'informatique dans l'environnement Windows (logiciels de traitement de texte, de tableaux et de courriel); capacité démontrée de travailler de façon autonome et d'apporter une contribution valable au sein d'une équipe; excellentes aptitudes pour l'organisation, les relations interpersonnelles et la communication; discrétion; jugement sûr.

Envoyez votre demande ou curriculum vitae d'ici le 11 octobre à: Dossier ED-143, Ministère de l'Éducation et du Collège et Universités, Direction des ressources humaines, Édifice Mowat, 19<sup>e</sup> étage, 900 rue Bay, Toronto ON M7A 1L2. Télécopieur: 416 327-9043. Courriel: resumes@edu.gov.on.ca. Nous communiquerons uniquement avec les personnes convoquées à une entrevue. ED9025590P

### ACCOUNTS PAYABLE CLERK

Office Admin. 7, OPSEU-OAD  
Schedule 3.7  
\$17.08 - 18.72 per hour  
(under review)  
open

The Ministry of Health and Long-Term Care's Penetanguishene Mental Health Centre seeks an individual to process all accounts payable and accountable warrant transactions in accordance with ministry/branch accounting standards. Location: Penetanguishene.

**Qualifications:** knowledge of general accounting practices/principles, banking practices to provide audit trail; ability to comprehend, apply procedures of relevant legislation/instruction manuals; demonstrated ability to work with large financial systems, accurately perform math calculations, detect errors/apply corrections, use PC/spreadsheet (Excel) to produce memos/performance calculations, independently organize/complete work requirements accurately within established time lines, work under pressure in team-based environment.

Apply by Oct. 11 to: File HL-32-28, Ministry of Health and Long-Term Care, Human Resources Branch, 500 Church St., Penetanguishene, ON L9M 1G3. Tel: 705-549-3181, ext. 2801. Fax: 705-549-1549. HL9025601P

### ADMINISTRATIVE

CO-ORDINATOR  
Office Admin. 6, OPSEU-OAD  
Schedule 3.7  
\$16.67 - 18.15 per hour  
five-month, 29-day temporary  
assignment  
open

The Ministry of Transportation's central region corridor management engineering office seeks a highly motivated, skilled individual to provide administrative/secretarial support services. In team environment, you will: set priorities; complete various administrative/clerical duties; co-ordinate all office activities, meetings; format/prepare various forms/documents, briefing notes, correspondence; establish/maintain filing system; respond to inquiries. Location: Toronto.

**Qualifications:** well developed administrative/secretarial skills; advanced organization/co-ordination skills; excellent communication/interpersonal skills; strong team player with demonstrated initiative, judgment; ability to set priorities, complete work to tight deadlines; demonstrated knowledge of various software including Word, Excel, PowerPoint, MS Office.

Apply by Oct. 11 to: File MT/CRHO-125T, Ministry of Transportation, Human Resources Services Section, 1201 Wilson Ave., 1st Fl., Bldg. D, Downsview, ON M3M 1J8. Fax: 416-235-5287. E-mail: MTOJobs-DS@mto.gov.on.ca.



## Clerical (cont)

**HUMAN RESOURCES  
ADMINISTRATIVE SECRETARY**  
Office Admin. 8, OPSEU-OAD  
Schedule 3,7  
\$17.73 - 19.41 per hour  
(under review)  
open

The Ministry of Community, Family and Children's Services' eastern regional office has a challenging opportunity for a well organized, highly motivated and experienced bilingual individual to provide administrative/secretarial support to the human resources (HR) manager. You will: coordinate HR unit activities; respond appropriately to inquiries; prepare/maintain various files; maintain various databases; provide word-processing services; process mail/monthly reports. Location: Ottawa.

**Qualifications:** proficiency in English and French; demonstrated administrative/organization skills to maintain office procedures, work effectively under competing priorities/pressures to meet deadlines/carry out own work; effective communication/customer-service skills; excellent knowledge of various software (MS Word, Excel, PowerPoint) to produce complex documents/projects; typing to government standards (50 w.p.m.).

Apply by Oct. 11 to: File OAO-115, Ministry of Community, Family and Children's Services, Human Resources Dept., 10 Rideau St., 2nd Fl., Ottawa, ON K1N 9J1. Fax: 613-787-6001. CS9025423P

**SECRÉTAIRE ADMINISTRATIF(IVE),  
RESSOURCES HUMAINES**  
Employé de bureau 8, SEPO-OAD  
Horaire 3,7  
17,73 - 19,41 \$ l'heure  
(en cours de révision)  
ouvert

Le ministère des Services à la collectivité, à la famille et à l'enfance recherche, pour le Bureau régional de l'Est, une personne bilingue, très motivée, ayant un sens marqué de l'organisation et de l'expérience pour offrir du soutien administratif et de secrétariat au chef des ressources humaines. Vous devez: coordonner les activités en matière de ressources humaines; donner suite aux demandes de renseignements de façon appropriée; préparer et tenir divers dossiers; tenir diverses bases de données; fournir des services de traitement de texte; traiter les rapports mensuels et le courrier. Lieu de travail: Ottawa.

**Exigences:** maîtrise de l'anglais et du français; aptitudes manifestes pour le travail administratif et l'organisation afin de suivre les méthodes du bureau, de travailler efficacement en fonction de pressions et de priorités concurrentes de façon à respecter les échéances et à accomplir ses propres tâches; maîtrise des divers logiciels (MS Word, Excel, PowerPoint) afin de réaliser des projets et de produire des documents complexes; dactylographie selon les normes du gouvernement (50 mots/min).

Envoyez votre demande ou curriculum vitae d'ici le 11 octobre à: Dossier OAO-115, Ministère des Services à la collectivité, à la famille et à l'enfance, Service des ressources humaines, 10 rue Rideau, 2<sup>e</sup> étage, Ottawa ON K1N 9J1. Télécopieur: (613) 787-6001. CS9025423P

**DISTRICT ADMINISTRATIVE  
ASSISTANT**  
Office Admin. 8, OPSEU-OAD  
Schedule 3,7  
\$17.73 - 19.41 per hour  
(under review)  
restricted

The Ministry of the Environment needs district office administrative support. You will: provide complaint/reception for public/other clients; enter complaints into computerized tracking system; update/distribute reports of environmental occurrences; pro-

vide word processing, other administrative support as required. Location: Hamilton.

**Qualifications:** demonstrated knowledge of related experience with office functions, policies, administrative practices; good communication/interpersonal skills; demonstrated knowledge of experience in microcomputer applications; proven data entry skills; typing/dicta skills to government standards; knowledge of region/ministry organizational structure, functions, provincial/federal/municipal governments.

**Area of search:** restricted to OPS employees living or working within 40 km of 119 King St. W., Hamilton.

Apply by Oct. 11 to: File EN-181/WC, Manager, Business Services, Ministry of the Environment, 119 King St. W., 12th Fl., Hamilton, ON L8P 4Y7. Fax: 905-521-7820. EE9025527P

**ADMINISTRATIVE ASSISTANT**  
Office Admin. 9, OPSEU-OAD  
Schedule 3,7  
\$18.53 - 20.34 per hour  
(under review)  
open

The Ministry of Transportation, human resources branch, client services office, has an opportunity for a highly skilled individual with business support skills. You will: provide administrative support in related human resources/communication activities; coordinate paper flow; receive/respond to inquiries; establish/maintain filing system; co-ordinate meetings/electronic calendars; supervise students. Location: St. Catharines.

**Qualifications:** demonstrated administrative support skills; working knowledge of hiring practices, branch role/programs/activities, ministry manuals, procedures/standards; advanced organization/co-ordination skills; excellent communication/interpersonal skills; judgment in managing confidential information, dealing with senior management/staff; strong team player; initiative; demonstrated ability to set priorities, complete work within tight deadlines; expertise in computer applications (word processing, spreadsheets, presentations in Windows 2000 environment). Selection process may include practical knowledge/skills evaluation.

Apply by Oct. 11 to: File MT/SC-43P, Ministry of Transportation, Human Resources Branch, 301 St. Paul St., 5th Fl., St. Catharines, ON L2R 7R4. Fax: 905-704-2590. E-mail: MTOJobs-ST@mto.gov.on.ca. MT9025752P

**OFFICE ADMINISTRATIVE  
ASSISTANT**  
Office Admin. 8, OPSEU-OAD  
Schedule 3,7  
\$17.73 - 19.41 per hour  
open

The Ministry of Transportation, transportation planning branch, intelligent transportation systems and urban planning office, seeks a customer service-oriented individual to provide secretarial and administrative services for managers/office staff. You will: type/finalize correspondence/briefing materials for format/grammar/spelling; deal with inquiries; co-ordinate manager/staff schedules; arrange meetings; establish/maintain office filing system; liaise with senior officials; help with special projects; perform Internet scans; provide support where required. Location: Downsview.

**Qualifications:** knowledge of administrative/office procedures, guidelines; advanced knowledge of Windows-based software (Word, Excel, Outlook, PowerPoint); excellent communication/interpersonal skills; tact, sound judgment dealing with contentious matters; ability to set priorities to strict deadlines under minimal supervision; demonstrated keyboarding skills.

Apply by Oct. 11 to: File MT/CRHO-121P, Ministry of Transportation, Human Resources Branch, 1201 Wilson Ave., Bldg. D, Downsview, ON M3M 1J8. Fax: 416-235-5287. E-mail: MTOJobs-DS@mto.gov.on.ca. MT9025648P

**CLERICAL ASSISTANTS (2)**  
Office Admin. 8, OPSEU-OAD  
Schedule 3,7  
\$17.73 - 19.41 per hour  
restricted

The Ministry of Community, Family and Children's Services' family responsibility office seeks well organized individuals to provide full range of administrative support services to management/staff in a fast-paced, high pressure call centre environment. You will: type/format various documents, materials; schedule, research, arrange, prepare background materials for meetings; update manual/computerized files, records, systems; prepare statistical/other reports; process/track correspondence materials; collect/review attendance requests using WIN. Location: Downsview.

**Qualifications:** demonstrated organization/administrative skills, computer proficiency in Word, Excel, PowerPoint, databases, WIN, CCM, Internet; ability to work independently within policy/procedure directions; initiative to make suggestions; knowledge of experience applying OPS/program administrative policies, procedures, standards, guidelines; good communication skills to prepare/assess correctness of documents.

**Area of search:** restricted to OPS employees living or working within 40 km of 1201 Wilson Ave., Downsview.

Apply by Oct. 11 to: File CFCS-79, Karen Linsley, Ministry of Community, Family and Children's Services, P.O. Box 577, Downsview, ON M3M 3A9. Fax: 416-240-2493. CS9025439-40P

## Operational

**SEASONAL PATROL  
FOREMEN/WOMEN (2)**  
Highway General Foreman/  
woman 1, OPSEU-OPM  
Schedule 4,7  
\$16.95 - 17.98 per hour  
(under review)  
seasonal contracts, up to six  
months  
open

Join the Ministry of Transportation where, under the general supervision of the site maintenance co-ordinator, you will: patrol/assess road conditions; implement/monitor proper maintenance procedures; call out/supervise contractors; operate maintenance equipment; perform labour/administration required for right-of-way/facility maintenance; provide contract administration when private contractors carry out maintenance work; patrol roads; direct winter maintenance operations; prepare documents (patrol diaries, winter operations records, time sheets); carry out minor equipment repairs/maintenance, sign/guide-rail repairs. Locations: Arthur Yard, Owen Sound area; Clavering Yard near Wyerion.

**Qualifications:** demonstrated experience in winter maintenance operations/equipment repair; willingness to work winter shifts, respond to call-outs at irregular hours; good leadership, interpersonal, communication skills; valid driver's licence; acceptable driving record; ability to obtain DZ licence.

Apply by Oct. 11 to: File MT/SW-29, Ministry of Transportation, Human Resources, 659 Exeter Rd., London, ON N6E 1L3. Fax: 519-873-4193. E-mail: MTOJobs-SR@mto.gov.on.ca.

**MAINTENANCE CO-ORDINATOR**  
Skills & Trade 17 OST-AMAPCEO  
Schedule 6  
\$49,125 - 59,413  
open

The Ministry of Transportation seeks an individual to administer a multi-year contract re maintenance and repair of transportation-related facilities, ensuring work is completed to contract documents/specifications. Under general supervision of maintenance superintendent, you will: mon-

itor contractor's delivery of maintenance/repair operations; ensure contractor maintains work records; monitor financial forecasts/expenditures; provide analytical support to ensure effective delivery/value for money. Location: 590 Rossland Rd. E., Whitby.

**Qualifications:** excellent knowledge of road maintenance/repair, winter operations, traffic management, service operations, corridor control functions; demonstrated knowledge of contract administration procedures; financial analytical skills; well developed interpersonal, negotiation skills; knowledge of Ontario statutes re highway operations/maintenance; demonstrated computer skills; valid driver's licence.

Apply by Oct. 11 to: File MT/CRHO-115P, Ministry of Transportation, Human Resources Services Section, 1201 Wilson Ave., 1st Fl., Bldg. D, Downsview, ON M3M 1J8. Fax: 416-235-5287. E-mail: MTOJobs-DS@mto.gov.on.ca. MT9025437P

## Professional

**REGISTERED NURSES (4)**  
Nurse 2, General, OPSEU-IHC  
Schedule 4,7  
\$855 - 1,003 per week  
(under review)  
open

The Ministry of Health and Long-Term Care, North Bay Psychiatric Hospital, acute program, seeks individuals to provide total nursing care using the nursing process with application of related theories. You will: consult/intervene in client situations; lead, guide RPNs, students, auxiliary staff, new employees; promote safe work environment for patients/staff. Location: North Bay.

**Qualifications:** current registration with College of Nurses of Ontario (CNO) as registered nurse; working knowledge of CNO standards of nursing practice, Mental Health Act, ministry/hospital/acute program policies/procedures, nursing theory; current CPR certificate; demonstrated therapeutic, interpersonal communication skills; ability in decision making, problem solving, conflict resolution; knowledge of psychiatric nursing to help individual patient toward optimal level of health/independence.

Apply by Oct. 11 to: File HL-30-54P, Ministry of Health and Long-Term Care, Human Resources Branch, P.O. Box 3010, North Bay, ON P1B 8L1. HL9025592-5P

**CO-ORDINATOR**  
Clean Air Program for Industry  
Resource Planning &  
Management 20 PRP-AMAPCEO  
Schedule 6  
\$62,637 - 79,771  
18-month temporary assignment  
with possible extension  
open

The Ministry of the Environment's standards development branch seeks an individual to provide team leadership in planning, co-ordinating, developing provincial standards/policies/strategies and evaluating/recommending innovative technologies to reduce ozone and its precursors. You will: prepare project plans/technical material; provide technical advice on pollution/control processes, information provided by emitters on emissions; resolve technical/policy issues; interpret/negotiate industry proposals. Location: Toronto.

**Qualifications:** degree in environmental/chemical science from university of recognized standing; advanced knowledge of theories/principles/practices of air pollution/reduction, past/present/future emissions, technologies re industry; thorough working knowledge of experience in technical assessment of emissions; strong ability to interpret legislation; excellent judgment, project management, technical, expository report-writing, analyt-

ical, problem-solving, organization, communication skills; experience with computers/relevant software.

Apply by Oct. 11 to: File EN-187/SD, Ministry of the Environment, Human Resources Branch, 40 St. Clair Ave. W., 5th Fl., Toronto, ON M4V 1M2. Fax: 416-314-9313. E-mail: moepostings@ene.gov.on.ca. ET9025654T

**NURSING MANAGER**  
Nursing PM-15  
Schedule 6  
\$60,985 - 72,353  
open

The Ministry of Community, Family and Children's Services' child and parent resource institute (CPRI) is a regional children's centre striving for excellence in the provision of services to developmentally challenged and emotionally disturbed children and their families. We need an individual to: provide professional nursing management to managers, professional/support staff; co-ordinate nursing services/provision of occupational health services. Location: London.

**Qualifications:** registration as nurse with the College of Nurses of Ontario; demonstrated ability to develop goals/objectives; excellent knowledge of nursing principles/process; ability to maintain working relationships with professional/support staff, community service providers; demonstrated ability to work in team environment; above-average communication skills; working knowledge of relevant legislation, ministry policies, facility/ministry program standards.

Apply by Oct. 11 to: File CPRI-42, Ministry of Community, Family and Children's Services, Child and Parent Resource Institute, Human Resources, 600 Sanatorium Rd., London, ON N6H 3W7. Tel: 519-858-2774. Fax: 519-858-4072. CS9025571P

**AREA SUPERVISOR**  
Resource Planning &  
Management PM-19  
Schedule 6  
\$58,988 - 74,123  
open

The Ministry of the Environment's west central region district office seeks an individual to plan/organize/implement and co-ordinate diversified industrial, municipal, private water supply/pollution and waste disposal site abatement programs. You will: lead/supervise staff, multidisciplinary teams undertaking environmental projects, inspections, investigations; review reports; approve remedial/recommend legal action; ensure implementation of abatement programs; provide quality service to diverse client group. Location: Hamilton.

**Qualifications:** extensive knowledge/interpretation of environmental theories, principles/practices of municipal, industrial, waste-management environmental control; comprehensive knowledge of ability to interpret ministry legislation, guidelines, policies, abatement procedures/programs; superior communication/interpersonal skills to manage staff to deal effectively with public, municipal/industrial officials; knowledge of software.

Apply by Oct. 11 to: File EN-86/WC, Ministry of the Environment, Human Resources Branch, 40 St. Clair Ave. W., 5th Fl., Toronto, ON M4V 1M2. Fax: 416-314-9313. E-mail: moepostings@ene.gov.on.ca. ET7024223P

## Correction

The Ministry of Public Safety and Security advertised in the Aug. 30 Job Mart for a Program Adviser (Program Analysis AM-19) File CS-5069. The correct classification is Program Analysis 19 APA-AMAPCEO.



## Prof. (cont)

**CO-ORDINATOR  
Research & Statistics  
Economics & Statistics 19  
PEC-AMAPCEO  
Schedule 6  
\$58,728 - 74,123  
open**

The Ministry of Public Safety and Security's policing services seeks an individual to: provide advice, support, quality assurance re branch research/evaluation; conduct operational research/evaluation projects; help develop/validate assessment instruments for police constable applicants; represent branch on major information initiatives; liaise with corporate research unit/academic community. Location: Toronto.

**Qualifications:** masters or doctorate in psychology (industrial-organizational, measurement) or related field; training in multivariate statistics/applied measurement, classification; experience in organizational consulting; thorough knowledge of theory of sound statistical/research procedures, particularly practical application to criminal justice in Ontario; understanding of data management; proven ability to work with large data sets using SAS/SPSS, specialized software for forecasting/simulation modelling; ability to analyse/interpret research results/statistical data, plan; strong customer-service initiative to anticipate future statistical requirements; outstanding communication/presentation skills; well developed interpersonal skills; ability to work with consultants/individuals of varying levels of research sophistication.

**Apply by Oct. 11 to:** File SG-472, Carroll Robinson, Manager, Selection Systems and Appointments Unit, Policing Services Division, Ministry of Public Safety and Security, 25 Grosvenor Street, 12th Fl., Toronto, ON M7A 2H3. Tel: 416-326-9347. Fax: 416-326-9351. E-mail: carroll.robinson@j.us.gov.on.ca. SL9025418P

**SENIOR ENGINEER  
Hydrotechnical Design  
Professional Bargaining -  
Engineering 9  
Schedule 6  
\$69,885 - 88,202  
24-month temporary assignment  
restricted**

The Ministry of Transportation's highway design office seeks an individual to develop design policies/standards for Ontario's highways. You will: use leadership skills identifying ministry's needs; conduct research studies for operational policies, procedures, manuals; provide technical expertise co-ordinating issues with internal clients; implement projects, training programs. Location: St. Catharines.

**Qualifications:** degree in civil engineering; PEO registration; knowledge of theory/practice of hydrology, hydraulics, related fields of civil engineering acquired through demonstrated progressive experience; familiarity with structure/foundation design, photogrammetry, maintenance, environmental concerns; understanding of ministry's administrative/financial systems combined with analytical skills for cost-benefit analysis in assessing impact of new policies/methods; advanced interpersonal/communication skills to prepare technical materials, present seminars, establish effective working relationships. Selection process may include practical knowledge/skills evaluation.

**Apply by Oct. 11 to:** File MT/SC-477, Ministry of Transportation, Human Resources Branch, 301 St. Paul St., 5th Fl., St. Catharines, ON L2R 7R4. Fax: 905-704-2590. E-mail: MTOJobs-ST@mto.gov.on.ca.

## Technical

**INFORMATION MANAGEMENT  
SUPERVISOR  
Resources Technical TM-17  
Schedule 6  
\$53,650 - 63,047  
open**

The Ministry of Natural Resources needs a professional to lead the district information management team. You will: manage integration of district information, applications, IT; produce information products, services, decision support tools for district/partners. Location: Kingston

**Qualifications:** experience in team leadership, supervision, program administration, fiscal management; ability to develop/implement contingency, strategic, operational/work plans; knowledge of theory/principles/practices/information requirements of resource management, ecological planning, resource sustainability, public consultation, natural resources inventory life cycle including cost benefit analysis, inventory design, collection techniques, data standards, database creation, maintenance/disposition, corporate information management policies, business plans, data standards/architecture/technology infrastructure/applications; understanding of operating principles, management of district information resources (GIS); excellent interpersonal, communication skills; strong knowledge of customer-service demands/marketing/product delivery; strong analytical/problem-solving skills; knowledge of Occupational Health and Safety Act; valid driver's licence.

**Apply by Oct. 11 to:** File NR-7610, District Manager, Ministry of Natural Resources, 300 Water St., 1st Fl., S. Tower, Peterborough, ON K9J 8M5. Fax: 705-755-3125. E-mail: ruth.masterson@mnr.gov.on.ca. Only applicants selected for an interview will be contacted. NR9025711P

**INFORMATION MANAGEMENT  
SUPERVISOR  
Resources Technical TM-17  
Schedule 6  
\$53,650 - \$63,047 plus isolation  
pay: \$17.26 bi-weekly  
open**

The Ministry of Natural Resources seeks a highly motivated individual to lead and co-ordinate the Chapeau district information management team. You will: manage integration of district information,

applications, IT; lead resource management, municipal planning, appropriate application of Environmental Assessment Act/Environmental Bill of Rights. Location: Chapeau.

**Qualifications:** demonstrated experience in team leadership, supervision; ability to lead diverse team of professional/technical staff; knowledge of theory, practices, information requirements of resource management, ecological planning, resource sustainability, public consultation; strong analytical, problem-solving, project-management skills; excellent communication skills; knowledge of corporate information-management policies, district information resources management, geographic information system; working knowledge of Occupational Health and Safety Act/regulations; valid driver's licence.

**Apply by Oct. 11 to:** File NR-3103, Chantal Dionne, Ministry of Natural Resources, 190 Cherry St., Chapeau, ON P0M 1K0. Tel: 705-864-1710, ext. 216. Fax: 705-864-1487. E-mail: chantal.dionne@mnr.gov.on.ca. Only applicants selected for an interview will be contacted. Contact Chantal Dionne to obtain applicant's information kit prior to applying. NR9025710P

**GIS SPECIALIST  
Engineering & Surveying Support  
18 TEN-AMAPCEO  
Schedule 6  
\$56,092 - 67,861  
restricted**

Ministry of Transportation's geomatics office seeks a motivated individual to lead in developing geographic information systems (GIS) technologies and provide advanced level technical direction on applying GIS. You will: provide technical direction on design, use, acquisition of spatial data/databases for GIS; help develop/implement ministry GIS policy/standards/procedures; provide/acquire specialized GIS support/services. Location: 301 St. Paul St., St. Catharines.

**Qualifications:** advanced knowledge of GIS, spatial database design/implementation, ESRI GIS/Oracle database software; knowledge of various government/industry mapping, spatial data sources/standards, ministry GIS, database/document-management systems, theories/principles of geomatics, geo-referencing technologies/techniques; excellent project/time management, analytical, problem-solving, communication, presentation skills. Less qualified applicants will be considered on an underfill basis. Selection process may include practical knowledge/skills evaluation.

**Apply by Oct. 11 to:** File MT/SC-49P, Ministry of Transportation, Human Resources Branch, 301 St. Paul St., 5th Fl., St. Catharines, ON L2R 7R4. Fax: 905-704-2590. E-mail: MTOJobs-ST@mto.gov.on.ca. MT9025769P

## Revisions

The Ministry of Natural Resources advertised in the Sept. 20 Job Mart for a Cultural Heritage Specialist (Resources Manager 3, OPSEU-AM) File NR-9526. To obtain applicant's information kit contact Diane Black at 705-945-6730.

The Ministry of Community, Family and Children's Services advertised in the Sept. 20 Job Mart for an Administrative Co-ordinator (General Admin. 14 AGA-AMAPCEO) File CFCS-78. The correct salary range is \$42,236 - 50,477.

## job mart weekly schedule online

Ministries can access the job mart publication and deadline schedule at our intranet site at [intra.jobmart.gov.on.ca](http://intra.jobmart.gov.on.ca), along with a recruitment advertising tipsheet.

## focal point

Members of Ontario's Public Service may place ads in focal point by e-mailing details to [jobmart@mbs.gov.on.ca](mailto:jobmart@mbs.gov.on.ca). Ads must in no way conflict with, compete with or support a commercial venture. Please include a home phone number. Business numbers cannot be used in focal point ads.

## For Rent

**BACHELOR APT:** between Barrie/Orillia, avail Oct. 1, \$675/mo; utilities/parking incl, furn/unfurnished; non-smoker preferred. 705-326-8579.

**BASEMENT APT:** near Brimley/Finch, 2 rooms in private washrm, fully furn, parking, laundry, TTC, many extras, all incl. \$650 immcd. 416-297-5744 aft 6 pm.

**SEMI-DETACHED:** Williamstown, ON, quiet country setting, 3 bdrms, garage, lrg kitchen, hardwood flrs, oil heat, avail Sept. 1, 614-544-1092.

## Shared

**CARPOOL:** male commuter travelling from downtown TO daily to Whiteby/back, looking for others to share expenses; large safe late model vehicle, room for 3 passengers. 416-515-9612.

**ROOM:** Islington/Lakeshore; in house; furnished, available to commuters/short term contract only; AC, gas fireplace, yard, hardwood flrs, parking/laundry; close to trails/shopping/TTC; \$ neg; smoke outside; share with prof fem, dog. 416-503-9717.

**ROOM:** Morningside/Kingston Rd. area, brand new townhouse w single prof male; \$550/mo, all incl. 416-724-7618 evgs.

**ROOMS:** Yonge/Finch, prof seeks prof or mature student to share house; non-smoker; 3 min. walk to subway; parking/laundry; \$500/mo incl.; avail Oct./Nov. 416-222-1496 aft 7pm.

## For Sale

**CONDO-BUNGALOW:** Stayner - 2 bdrm, adult lifestyle condo-bungalow with attached garage; hardwood flrs, jacuzzi, ceramics, fireplace/more; \$145,000. 416-282-4801.

**ELECTRONICS:** Compaq Presario 7469 computer, 13.0 GB, 64 MB SDRAM, expandable, CD-ROM 40x max, 56 kbps modem with v.90 support, games port, spkrs, etc., 17" color monitor, keyboard, mouse; add-ons incl SCSI port, Hewlett Packard CD-Writer Plus rewritable CD-Rom (built in), omega Zip drive and 13 100mb disks; oodles of software/ref books. \$800 obo. Umax Astra 1200s legal size flatbed scanner, \$225; plus Stowal fireproof five drawer lateral filing cabinet \$350; two drawer lateral filing cabinet \$250, raspberry. 416-483-9075.

**EXERCISE EQUIPMENT:** Stair Master, Healthcare 680 Stepper, tension control, digital timer, wheels for easy moving/storage, water bottle bracket, \$115 obo, reg \$225; Air Master, air walker, great cardio equipment, folds for easy storage, like new, \$200 obo, reg. \$400, 905-564-4930 evgs.

**EXERCISE EQUIPMENT:** Elliptical trainer; Proform 695e; new gym quality trainer; heart rate monitor; multi program computer; smooth, quiet, great deal at \$575 (new \$800). 416-934-1443.

**EXERCISE EQUIPMENT:** manual ski master, Nordic Track, with timer, ext cond, \$100 obo. 416-667-0328.

**FIREPLACE INSERT:** Napoleon; airtight, woodburning w attractive brass/glass front dr; very efficient for heating home/cottage; retail \$1000; ask \$290. 905-840-1879 evgs.

**FLICKS:** complete set of Academy Award best picture winners (VHS); most never viewed, 71 films, 1927 - 1998; \$1,000 obo; list of other videos avail. 416-656-4391 aft 7 p.m.

**FLYING JACKET:** 2 vintage style, women's brown leather; 4 vintage style pilot/flying crest, two front pockets/ two on arms; ext cond, one of a kind; \$300 obo. 705-474-8105.

**FURNITURE:** lovely 7 piece Mediterranean dark wood bdrm suite \$2500; rich pecan dining rm suite with buffet/6 chairs also \$2500. 416-429-4799.

**FURNITURE:** bdrm set from NOSE, incl dresser, wardrobe/two ngt tables; honey walnut colour, 2-years new, \$2,699, 905-762-1880.

**FURNITURE:** Oak dining table/hutch/six chairs \$2,000, sell \$1100; 2 waterbeds w attachments \$100 ea; miscellaneous other items, negotiable. 905-731-8301.

**FURNITURE:** bdrm set, king sz pine bed accented w dark green stain, man's armoire, lrg dresser w mirror, 2 bedside tables, top quality king mattress/2 fitted sheets; paid over \$6,000 ask \$2,000; ext cond. 416-699-3678, temporary lease/deposit, 6 ft long, \$500, suit home/office. 905-522-2592 evgs.

## Vehicles

**2000 SUZUKI GRAND VITARA:** 45,000 km, fully loaded, alarm/keyless entry, dark blue/grey, one-and-a-half years left on lease. 416-265-2856.

**1999 AUDI A4 QUATTRO:** 1.8T, black w/grey int, loaded, 5 spd, sport pkg, Bose premium sound system/6 CD, sunroof, 77,000 km, new tires. Asking \$25,900. 416-769-9120.

**1997 HONDA CIVIC LX:** silver, auto, 4 dr, CD player, am/fm cassette, 106 kms, very well maintained. Non smoker, lady driven. E-tested Aug. 2002; \$11,799. Evgs 416-502-1271.

**1997 JEEP TJ SPORT:** ext cond, 5 spd, 4 cyl, 3 tops, 2 sets of doors, CD, hitch, back rack carrier, 31" tires, sound bar, 4x4, still under warr, E-tested, rare rims, tow hooks, 130,000 km., \$12,900 obo. 416-757-4244.

**1994 CHEVY LUMINA VAN:** 3.1L, V6, PL, PW, AC, AM/FM/Cassette, a lot of recent front end work done; 200,000 km, \$4,000 obo. 905-721-0867.

**1994 GRAND PRIX XT:** pwr windows/doors/trunk/seal/sunr, AC, AM/FM/CD player, auto trans, leather int, tilt steering, cruise control, \$5,800 obo. 905-846-8872/416-522-3112.

**1991 CHEVY CORSICA:** gd cond, green, auto, P/S, P/B, V6, 245K, \$1,350. 905-927 0416 aft 7 p.m.

**1988 TAURUS LX:** st.wgn, \$800, 416-441-1988.

**1986 VOLVO 245:** wagon, silver, 222000 km, air, cruise, standard shift, ext upper body, rusted sills/tailgate, \$850 obo. 705-876-0336.

**1985 BUICK LESABRE:** collectors edition, fully loaded, 307 motor, 150 KM, mint cond, 1 owner, receipts for all repairs from day one; cert, \$ 2800 obo. 905-987-5688.

**1970 DATSUN 240Z:** 5sp, 135K km, orange/black int, rare collector car in mint cond in/out, cross-dried brake rotors, front spoiler, spon/polished alloy whls/225/50ZR tires, real head turner; \$8,999. E-mail 70zcar@rogers.com for photos/aft 6pm wkdays/wkzn. 416-332-3657.

**FIBERGLAS TRUCK CAP:** Leer model 100LE, fits newer GMC Sierra, Chevy-short boxes (6.5' Box) double sliding windows, tinted glass, carpeted w hard wired break light, black; \$600 obo. 705-475-1482.

**MOTORCYCLE:** Suzuki 1999 GSXR 600, black/yellow, solo/passenger seating, carbon fibre tank protector, kryptonite bike lock, chassis/frame protector, 10,000 kms, kept in heated garage, oil change every 3000 kms, cheaper on insurance, sking \$8,400 obo. 416-758-6412, 8:30-4:30; aft 6 pm 416-436-2611.

**MOTORCYCLE:** 2002 Harley Davidson Sportster: XL-883, brand new, never been driven, asking \$11,000 obo. 416-401-7215.

## Wanted

**EXERCISE EQUIPMENT:** home Universal gym/treadmill. 705-253-4705 evgs.

**HOUSE-SITTING ASSIGNMENT:** retired gentleman will house sit for snowbird from Dec to Mar in Oakville, Burlington/South Mississauga; non-smoker, very tidy, no pets; apt/condo in return for mod rent, 115-795-7518/leave msg 905-844-1033.

**TENNIS PARTNER:** seeking average player for indoor/outdoor tennis. 416-503-1802.

**VIDEO GAMES:** to buy, old video games/ systems; Atari, Coleco, Intellivision etc.; dig out your old games! Will pay \$5 free pick up or shipping. 416-929-4697.

**WOOD STOVE:** Kent or similar high quality wood burning stove, \$600-\$1000 range. 416-595-5923 aft 5:30 p.m.

## Who Can Apply?

Positions advertised in Job mart are open or restricted. If a position is open, any qualified person may apply, including the public and Crown agency employees.

Effective April 1, 2000, all open positions no longer have a geographic area of search: applicants are eligible to apply for open positions no matter where they work or live. Geographic areas of search may still be used in restricted positions.

If a competition is restricted, applicants must be:

- classified civil servants; or,
- unclassified (contract) staff, including seasonal employees working in the OPS during the posting period; or,
- laid-off/released employees and those who took pay-in-lieu of notice under the Operating Procedure for the Workforce Adjustment of Employees in the MCP and excluded categories. Applicants to restricted jobs, other than classified staff, must include written confirmation from their supervisor or HR branch of eligibility to apply.